

Department of Social Services

Support Divisions

Fiscal Year 2009 Budget Request

Deborah Scott, Director

Printed with Governor's Recommendations

| Page No. | Dept Rank | Decision Item Name | Department Request | | | | | Governor's Recommendation | | | | |
|-------------------------------------|-----------|------------------------------|--------------------|-----------|------------|-----------|------------|---------------------------|-----------|------------|-----------|------------|
| | | | FTE | GR | FF | OF | Total | FTE | GR | FF | OF | Total |
| Office of the Director | | | | | | | | | | | | |
| 2 | 1 | Core | 8.00 | 477,389 | 13,875 | 62,502 | 553,766 | 8.00 | 477,389 | 13,875 | 62,502 | 553,766 |
| | | General Structure Adjustment | | | | | | 0.00 | 13,298 | 4 | 1,381 | 14,683 |
| | | Total | 8.00 | 477,389 | 13,875 | 62,502 | 553,766 | 8.00 | 477,389 | 13,875 | 62,502 | 553,766 |
| Mail Center Consolidation | | | | | | | | | | | | |
| 10 | 1 | Core | 10.00 | 331,464 | 29,142 | 10,401 | 371,007 | 10.00 | 331,464 | 29,142 | 10,401 | 371,007 |
| | | General Structure Adjustment | | | | | | 0.00 | 7,184 | 9 | 312 | 7,505 |
| | | Total | 10.00 | 331,464 | 29,142 | 10,401 | 371,007 | 10.00 | 338,648 | 29,151 | 10,713 | 378,512 |
| Federal Grants and Donations | | | | | | | | | | | | |
| 17 | 1 | Core | 0.00 | 0 | 10,929,960 | 24,998 | 10,954,958 | 0.00 | 0 | 10,929,960 | 24,998 | 10,954,958 |
| | | Total | 0.00 | 0 | 10,929,960 | 24,998 | 10,954,958 | 0.00 | 0 | 10,929,960 | 24,998 | 10,954,958 |
| Maintenance & Repair | | | | | | | | | | | | |
| 24 | 1 | Core | 0.00 | 0 | 0 | 0 | 0 | 0.00 | 0 | 0 | 0 | 0 |
| | | Total | 0.00 | 0 | 0 | 0 | 0 | 0.00 | 0 | 0 | 0 | 0 |
| Human Resource Center | | | | | | | | | | | | |
| 31 | 1 | Core | 13.52 | 373,297 | 227,130 | 0 | 600,427 | 13.52 | 373,297 | 227,130 | 0 | 600,427 |
| | | General Structure Adjustment | | | | | | 0.00 | 16,149 | 14 | 0 | 16,163 |
| | | Total | 13.52 | 373,297 | 227,130 | 0 | 600,427 | 13.52 | 389,446 | 227,144 | 0 | 616,590 |
| Field and Line Staff Training | | | | | | | | | | | | |
| 42 | 1 | Core | 0.00 | 178,125 | 131,840 | 0 | 309,965 | 0.00 | 178,125 | 131,840 | 0 | 309,965 |
| | | Total | 0.00 | 178,125 | 131,840 | 0 | 309,965 | 0.00 | 178,125 | 131,840 | 0 | 309,965 |
| Finance and Administrative Services | | | | | | | | | | | | |
| 50 | 1 | Core | | | | | | 104.25 | 2,732,679 | 1,253,477 | 5,500,597 | 9,486,753 |
| | | General Structure Adjustment | | | | | | | 105,521 | 51 | 1,574 | 107,146 |
| | | Total | | | | | | 104.25 | 2,838,200 | 1,253,528 | 5,502,171 | 9,593,899 |
| Budget and Finance | | | | | | | | | | | | |
| 62 | 1 | Core | 71.14 | 2,018,313 | 1,050,318 | 4,168 | 3,072,799 | 0.00 | 0 | 0 | 0 | 0 |
| | | Total | 71.14 | 2,018,313 | 1,050,318 | 4,168 | 3,072,799 | 0.00 | 0 | 0 | 0 | 0 |
| General Services | | | | | | | | | | | | |
| 73 | 1 | Core | 35.11 | 817,030 | 245,820 | 5,510,040 | 6,572,890 | 0.00 | 0 | 0 | 0 | 0 |
| | | Total | 35.11 | 817,030 | 245,820 | 5,510,040 | 6,572,890 | 0.00 | 0 | 0 | 0 | 0 |
| Revenue Maximization | | | | | | | | | | | | |
| 84 | 1 | Core | 0.00 | 0 | 1,000,000 | 0 | 1,000,000 | 0.00 | 0 | 1,000,000 | 0 | 1,000,000 |
| | | Total | 0.00 | 0 | 1,000,000 | 0 | 1,000,000 | 0.00 | 0 | 1,000,000 | 0 | 1,000,000 |
| Receipt & Disbursement - Refunds | | | | | | | | | | | | |
| 92 | 1 | Core | 0.00 | 0 | 1,700,000 | 800,000 | 2,500,000 | 0.00 | 0 | 1,700,000 | 800,000 | 2,500,000 |
| | | Total | 0.00 | 0 | 1,700,000 | 800,000 | 2,500,000 | 0.00 | 0 | 1,700,000 | 800,000 | 2,500,000 |
| Neglected & Delinquent Children | | | | | | | | | | | | |
| 99 | 1 | Core | 0.00 | 3,302,000 | 0 | 0 | 3,302,000 | 0.00 | 3,302,000 | 0 | 0 | 3,302,000 |
| | | Total | 0.00 | 3,302,000 | 0 | 0 | 3,302,000 | 0.00 | 3,302,000 | 0 | 0 | 3,302,000 |

| Page No. | Dept Rank | Decision Item Name | Department Request | | | | | Governor's Recommendation | | | | |
|----------------|-----------|------------------------------|--------------------|-----------|------------|-----------|------------|---------------------------|-----------|------------|-----------|------------|
| | | | FTE | GR | FF | OF | Total | FTE | GR | FF | OF | Total |
| Legal Services | | | | | | | | | | | | |
| 106 | 1 | Core | 141.97 | 2,040,065 | 3,714,115 | 813,202 | 6,567,382 | 141.97 | 2,040,065 | 3,714,115 | 813,202 | 6,567,382 |
| | | General Structure Adjustment | | | | | | | 72,021 | 74,167 | 20,941 | 167,129 |
| | | Total | 141.97 | 2,040,065 | 3,714,115 | 813,202 | 6,567,382 | 141.97 | 2,112,086 | 3,788,282 | 834,143 | 6,734,511 |
| | | Supports Core Total | 279.74 | 9,537,683 | 19,042,200 | 7,225,311 | 35,805,194 | 277.74 | 9,435,019 | 18,999,539 | 7,211,700 | 35,646,258 |
| | | Total Supports | 279.74 | 9,537,683 | 19,042,200 | 7,225,311 | 35,805,194 | 277.74 | 9,649,192 | 19,073,784 | 7,235,908 | 35,958,884 |

FY09 Department of Social Services Report #9

DECISION ITEM SUMMARY

| Budget Unit | | | | | | | | |
|---|------------------|-------------|------------------|-------------|------------------|-------------|------------------|-------------|
| Decision Item | FY 2007 | FY 2007 | FY 2008 | FY 2008 | FY 2009 | FY 2009 | FY 2009 | FY 2009 |
| Budget Object Summary | ACTUAL | ACTUAL | BUDGET | BUDGET | DEPT REQ | DEPT REQ | GOV REC | GOV REC |
| Fund | DOLLAR | FTE | DOLLAR | FTE | DOLLAR | FTE | DOLLAR | FTE |
| OFFICE OF DIRECTOR | | | | | | | | |
| CORE | | | | | | | | |
| PERSONAL SERVICES | | | | | | | | |
| GENERAL REVENUE | 400,896 | 6.71 | 430,943 | 6.74 | 430,943 | 6.74 | 430,943 | 6.74 |
| DEPT OF SOC SERV FEDERAL & OTH | 12,439 | 0.23 | 12,446 | 0.26 | 12,446 | 0.26 | 12,446 | 0.26 |
| CHILD SUPPORT ENFORCEMENT COLLTN | 41,541 | 0.68 | 46,022 | 1.00 | 46,022 | 1.00 | 46,022 | 1.00 |
| TOTAL - PS | 454,876 | 7.62 | 489,411 | 8.00 | 489,411 | 8.00 | 489,411 | 8.00 |
| EXPENSE & EQUIPMENT | | | | | | | | |
| GENERAL REVENUE | 45,052 | 0.00 | 46,446 | 0.00 | 46,446 | 0.00 | 46,446 | 0.00 |
| DEPT OF SOC SERV FEDERAL & OTH | 846 | 0.00 | 1,429 | 0.00 | 1,429 | 0.00 | 1,429 | 0.00 |
| CHILD SUPPORT ENFORCEMENT COLLTN | 16,444 | 0.00 | 16,480 | 0.00 | 16,480 | 0.00 | 16,480 | 0.00 |
| TOTAL - EE | 62,342 | 0.00 | 64,355 | 0.00 | 64,355 | 0.00 | 64,355 | 0.00 |
| TOTAL | 517,218 | 7.62 | 553,766 | 8.00 | 553,766 | 8.00 | 553,766 | 8.00 |
| GENERAL STRUCTURE ADJUSTMENT - 0000012 | | | | | | | | |
| PERSONAL SERVICES | | | | | | | | |
| GENERAL REVENUE | 0 | 0.00 | 0 | 0.00 | 0 | 0.00 | 13,298 | 0.00 |
| DEPT OF SOC SERV FEDERAL & OTH | 0 | 0.00 | 0 | 0.00 | 0 | 0.00 | 4 | 0.00 |
| CHILD SUPPORT ENFORCEMENT COLLTN | 0 | 0.00 | 0 | 0.00 | 0 | 0.00 | 1,381 | 0.00 |
| TOTAL - PS | 0 | 0.00 | 0 | 0.00 | 0 | 0.00 | 14,683 | 0.00 |
| TOTAL | 0 | 0.00 | 0 | 0.00 | 0 | 0.00 | 14,683 | 0.00 |
| GRAND TOTAL | \$517,218 | 7.62 | \$553,766 | 8.00 | \$553,766 | 8.00 | \$568,449 | 8.00 |

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CORE DECISION ITEM

Department: Social Services
Division: Office of the Director
Appropriation: Office of the Director

Budget Unit: 88712C

1. CORE FINANCIAL SUMMARY

| FY 2009 Budget Request | | | | |
|------------------------|---------|---------|--------|---------|
| | GR | Federal | Other | Total |
| PS | 430,943 | 12,446 | 46,022 | 489,411 |
| EE | 46,446 | 1,429 | 16,480 | 64,355 |
| PSD | | | | |
| TRF | | | | |
| Total | 477,389 | 13,875 | 62,502 | 553,766 |
| FTE | 6.74 | 0.26 | 1.00 | 8.00 |

| | | | | |
|---|---------|-------|--------|---------|
| Est. Fringe | 214,437 | 6,193 | 22,901 | 243,531 |
| Note: Fringes budgeted in House Bill 5 except for certain fringes budgeted directly to MoDOT, Highway Patrol, and Conservation. | | | | |

Other Funds: Child Support Enforcement Collections Fund (0169)

| FY 2009 Governor's Recommendation | | | | |
|-----------------------------------|---------|---------|--------|---------|
| | GR | Federal | Other | Total |
| PS | 430,943 | 12,446 | 46,022 | 489,411 |
| EE | 46,446 | 1,429 | 16,480 | 64,355 |
| PSD | | | | |
| TRF | | | | |
| Total | 477,389 | 13,875 | 62,502 | 553,766 |
| FTE | 6.74 | 0.26 | 1.00 | 8.00 |

| | | | | |
|---|---------|-------|--------|---------|
| Est. Fringe | 214,437 | 6,193 | 22,901 | 243,531 |
| Note: Fringes budgeted in House Bill 5 except for certain fringes budgeted directly to MoDOT, Highway Patrol, and Conservation. | | | | |

Other Funds: Child Support Enforcement Collections Fund (0169)

2. CORE DESCRIPTION

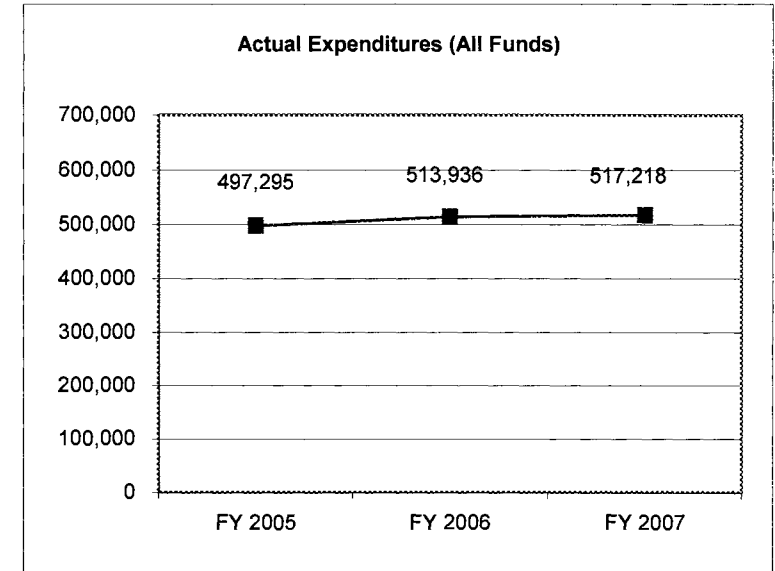
Core operating budget for the Office of the Director.

3. PROGRAM LISTING (list programs included in this core funding)

Office of the Director

4. FINANCIAL HISTORY

| | FY 2005 Actual | FY 2006 Actual | FY 2007 Actual | FY 2008 Current Yr. |
|---------------------------------|-------------------|-------------------|-------------------|------------------------|
| Appropriation (All Funds) | 559,978 | 517,225 | 539,513 | 553,766 |
| Less Reverted (All Funds) | (34,573) | (1,399) | (13,934) | N/A |
| Budget Authority (All Funds) | 525,405 | 515,826 | 525,579 | N/A |
| Actual Expenditures (All Funds) | 497,295 | 513,936 | 517,218 | N/A |
| Unexpended (All Funds) | 28,110 | 1,890 | 8,361 | N/A |
| Unexpended, by Fund: | | | | |
| General Revenue | 21,827 | 969 | 4,595 | N/A |
| Federal | 2,075 | 38 | 589 | N/A |
| Other | 4,208 | 883 | 3,177 | N/A |



Reverted includes Governor's standard 3 percent reserve (when applicable) and any extraordinary withholdings.

NOTES:

CORE RECONCILIATION DETAIL

DEPARTMENT OF SOCIAL SERVICES**OFFICE OF DIRECTOR**

5. CORE RECONCILIATION DETAIL

| | Budget Class | FTE | GR | Federal | Other | Total | Explanation |
|------------------------------------|-------------------------|-------------|----------------|----------------|---------------|----------------|--------------------|
| TAFP AFTER VETOES | | | | | | | |
| | PS | 8.00 | 430,943 | 12,446 | 46,022 | 489,411 | |
| | EE | 0.00 | 46,446 | 1,429 | 16,480 | 64,355 | |
| | Total | 8.00 | 477,389 | 13,875 | 62,502 | 553,766 | |
| DEPARTMENT CORE REQUEST | | | | | | | |
| | PS | 8.00 | 430,943 | 12,446 | 46,022 | 489,411 | |
| | EE | 0.00 | 46,446 | 1,429 | 16,480 | 64,355 | |
| | Total | 8.00 | 477,389 | 13,875 | 62,502 | 553,766 | |
| GOVERNOR'S RECOMMENDED CORE | | | | | | | |
| | PS | 8.00 | 430,943 | 12,446 | 46,022 | 489,411 | |
| | EE | 0.00 | 46,446 | 1,429 | 16,480 | 64,355 | |
| | Total | 8.00 | 477,389 | 13,875 | 62,502 | 553,766 | |

FLEXIBILITY REQUEST FORM

| | |
|---|-------------------------------------|
| BUDGET UNIT NUMBER: 88712C | DEPARTMENT: Social Services |
| BUDGET UNIT NAME: Office of Director | DIVISION: Office of Director |

1. Provide the amount by fund of personal service flexibility and the amount by fund of expense and equipment flexibility you are requesting in dollar and percentage terms and explain why the flexibility is needed. If flexibility is being requested among divisions, provide the amount by fund of flexibility you are requesting in dollar and percentage terms and explain why the flexibility is needed.

| |
|---------------------------|
| DEPARTMENT REQUEST |
|---------------------------|

| Section | PS or E&E | Core | % Flex Requested | Flex Requested Amount |
|----------------------|-----------|-----------|------------------|-----------------------|
| | PS | \$489,411 | 20% | \$97,882 |
| | E&E | \$64,355 | 20% | \$12,871 |
| <i>Total Request</i> | | \$553,766 | | \$110,753 |

2. Estimate how much flexibility will be used for the budget year. How much flexibility was used in the Prior Year Budget and the Current Year Budget? Please specify the amount.

| PRIOR YEAR ACTUAL AMOUNT OF FLEXIBILITY USED | CURRENT YEAR ESTIMATED AMOUNT OF FLEXIBILITY THAT WILL BE USED | BUDGET REQUEST ESTIMATED AMOUNT OF FLEXIBILITY THAT WILL BE USED |
|---|--|--|
| \$0 | H.B. 11 language allows for up to 20% flexibility for all funds between personal services and expense and equipment. | 20% flexibility is being requested in all funds. |

3. Please explain how flexibility was used in the prior and/or current years.

| | |
|--|---|
| PRIOR YEAR EXPLAIN ACTUAL USE | CURRENT YEAR EXPLAIN PLANNED USE |
|--|---|

20% flexibility granted for all appropriations, funds were not utilized.

Flexibility allows DSS to utilize and manage funds in the most efficient and effective manner. Uses will be determined on an "as needed" basis.

FY09 Department of Social Services Report #10

DECISION ITEM DETAIL

| Budget Unit | FY 2007 | FY 2007 | FY 2008 | FY 2008 | FY 2009 | FY 2009 | FY 2009 | FY 2009 |
|--------------------------------|------------------|-------------|------------------|-------------|------------------|-------------|------------------|-------------|
| Decision Item | ACTUAL | ACTUAL | BUDGET | BUDGET | DEPT REQ | DEPT REQ | GOV REC | GOV REC |
| Budget Object Class | DOLLAR | FTE | DOLLAR | FTE | DOLLAR | FTE | DOLLAR | FTE |
| OFFICE OF DIRECTOR | | | | | | | | |
| CORE | | | | | | | | |
| STATE DEPARTMENT DIRECTOR | 117,606 | 1.10 | 110,574 | 1.00 | 110,568 | 1.00 | 110,568 | 1.00 |
| DEPUTY STATE DEPT DIRECTOR | 45,895 | 0.48 | 102,378 | 1.00 | 99,624 | 1.00 | 99,624 | 1.00 |
| DESIGNATED PRINCIPAL ASST DEPT | 97,916 | 1.38 | 167,065 | 2.00 | 169,704 | 2.00 | 169,704 | 2.00 |
| SPECIAL ASST PROFESSIONAL | 50,064 | 1.11 | 0 | 0.00 | 0 | 0.00 | 0 | 0.00 |
| SPECIAL ASST OFFICE & CLERICAL | 143,395 | 3.55 | 109,394 | 4.00 | 109,515 | 4.00 | 109,515 | 4.00 |
| TOTAL - PS | 454,876 | 7.62 | 489,411 | 8.00 | 489,411 | 8.00 | 489,411 | 8.00 |
| TRAVEL, IN-STATE | 4,089 | 0.00 | 8,159 | 0.00 | 6,500 | 0.00 | 6,500 | 0.00 |
| TRAVEL, OUT-OF-STATE | 6,386 | 0.00 | 8,000 | 0.00 | 7,536 | 0.00 | 7,536 | 0.00 |
| SUPPLIES | 21,600 | 0.00 | 20,040 | 0.00 | 20,527 | 0.00 | 20,527 | 0.00 |
| PROFESSIONAL DEVELOPMENT | 9,760 | 0.00 | 6,093 | 0.00 | 6,093 | 0.00 | 6,093 | 0.00 |
| COMMUNICATION SERV & SUPP | 9,452 | 0.00 | 11,823 | 0.00 | 9,500 | 0.00 | 9,500 | 0.00 |
| PROFESSIONAL SERVICES | 4,281 | 0.00 | 1,881 | 0.00 | 6,159 | 0.00 | 6,159 | 0.00 |
| JANITORIAL SERVICES | 119 | 0.00 | 0 | 0.00 | 0 | 0.00 | 0 | 0.00 |
| M&R SERVICES | 2,303 | 0.00 | 2,181 | 0.00 | 2,303 | 0.00 | 2,303 | 0.00 |
| OFFICE EQUIPMENT | 2,316 | 0.00 | 3,016 | 0.00 | 3,016 | 0.00 | 3,016 | 0.00 |
| OTHER EQUIPMENT | 444 | 0.00 | 869 | 0.00 | 869 | 0.00 | 869 | 0.00 |
| EQUIPMENT RENTALS & LEASES | 1,152 | 0.00 | 1,793 | 0.00 | 1,352 | 0.00 | 1,352 | 0.00 |
| MISCELLANEOUS EXPENSES | 440 | 0.00 | 500 | 0.00 | 500 | 0.00 | 500 | 0.00 |
| TOTAL - EE | 62,342 | 0.00 | 64,355 | 0.00 | 64,355 | 0.00 | 64,355 | 0.00 |
| GRAND TOTAL | \$517,218 | 7.62 | \$553,766 | 8.00 | \$553,766 | 8.00 | \$553,766 | 8.00 |
| GENERAL REVENUE | \$445,948 | 6.71 | \$477,389 | 6.74 | \$477,389 | 6.74 | \$477,389 | 6.74 |
| FEDERAL FUNDS | \$13,285 | 0.23 | \$13,875 | 0.26 | \$13,875 | 0.26 | \$13,875 | 0.26 |
| OTHER FUNDS | \$57,985 | 0.68 | \$62,502 | 1.00 | \$62,502 | 1.00 | \$62,502 | 1.00 |

PROGRAM DESCRIPTION

Department: Social Services

Program Name: Office of the Director

Program is found in the following core budget(s): Office of the Director

1. What does this program do?

PROGRAM SYNOPSIS: The role of the Office of the Director is to provide leadership and direction for approximately 8,200 employees of the seven divisions of the Department of Social Services (DSS).

In its leadership role, the Office of the Director:

- coordinates and monitors division's operational plans and major policy initiatives;
- identifies emerging issues and formulates the department's response to them;
- ensures appropriate and effective use of public funds appropriated to the department;
- creates public/private partnerships to confront and resolve issues facing children and families;
- is Missouri's voice in national human services forums; and
- is the liaison between those who administer the department's programs and the Governor's Office, the General Assembly, other state agencies, other state governments, the federal government, citizens, provider groups, the business community and philanthropic organizations.

Four program divisions (Children's Division, Family Support Division, Division of Youth Services and MO Healthnet Division) and three support divisions (Divisions of Budget and Finance, General Services and Legal Services) report to the Office of the Director. The Office of the Director oversees and coordinates the divisions' programs and services to respond to the needs of Missouri citizens.

Current focus areas include:

- Continue to lead the timely and successful implementation of MO Healthnet.
- Promoting the use of state-of-the-art technology to identify and eliminate waste, fraud and abuse, to improve service delivery and to enhance operational effectiveness.
- Improving the effectiveness of the department's field offices to address problems locally by encouraging open and proper communication at the local level and within the department and increasing expectations for field office employees to be responsible and accountable for their day-to-day operations.
- Maintaining the nation's most successful juvenile justice program.

2. What is the authorization for this program, i.e., federal or state statute, etc.? (Include the federal program number, if applicable.)

State Statute RSMo. 660.010.

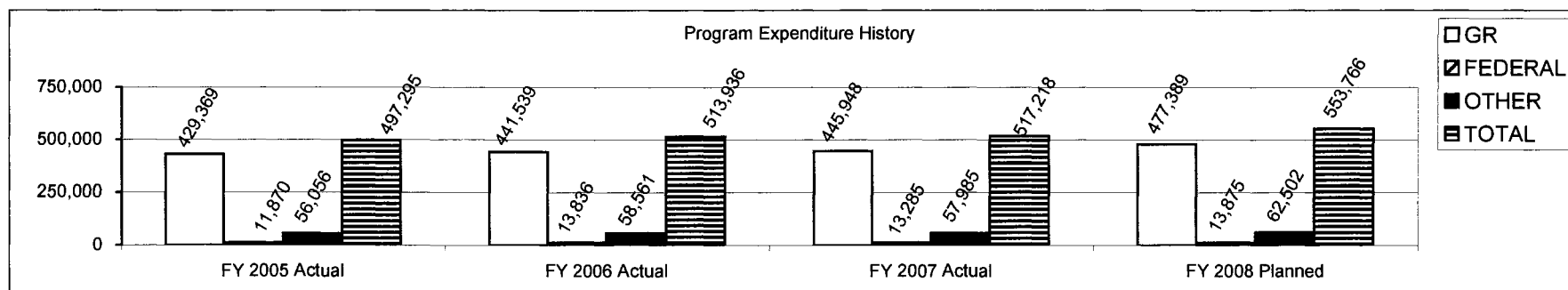
3. Are there federal matching requirements? If yes, please explain.

There is no federal matching requirement. However, expenditures are pooled with other administrative expenditures to earn a federal indirect rate.

4. Is this a federally mandated program? If yes, please explain.

No.

5. Provide actual expenditures for the prior three fiscal years and planned expenditures for the current fiscal year.



6. What are the sources of the "Other " funds?

Child Support Enforcement Collections Fund (0169)

7a. Provide an effectiveness measure.

The Director's Office supports all Department of Social Service programs. Efficiency measures will be found in the departmental division sections.

7b. Provide an efficiency measure.

7c. Provide the number of clients/individuals served, if applicable.

7d. Provide a customer satisfaction measure, if available.

FY09 Department of Social Services Report #9

DECISION ITEM SUMMARY

| Budget Unit | | | | | | | | |
|---|------------|-------------|------------------|--------------|------------------|--------------|------------------|--------------|
| Decision Item | FY 2007 | FY 2007 | FY 2008 | FY 2008 | FY 2009 | FY 2009 | FY 2009 | FY 2009 |
| Budget Object Summary | ACTUAL | ACTUAL | BUDGET | BUDGET | DEPT REQ | DEPT REQ | GOV REC | GOV REC |
| Fund | DOLLAR | FTE | DOLLAR | FTE | DOLLAR | FTE | DOLLAR | FTE |
| MAIL CENTER CONSOLIDATION | | | | | | | | |
| CORE | | | | | | | | |
| PERSONAL SERVICES | | | | | | | | |
| GENERAL REVENUE | 0 | 0.00 | 220,251 | 8.78 | 220,251 | 8.78 | 220,251 | 8.78 |
| DEPT OF SOC SERV FEDERAL & OTH | 0 | 0.00 | 19,472 | 0.80 | 19,472 | 0.80 | 19,472 | 0.80 |
| CHILD SUPPORT ENFORCEMENT COLLTN | 0 | 0.00 | 10,401 | 0.42 | 10,401 | 0.42 | 10,401 | 0.42 |
| TOTAL - PS | 0 | 0.00 | 250,124 | 10.00 | 250,124 | 10.00 | 250,124 | 10.00 |
| EXPENSE & EQUIPMENT | | | | | | | | |
| GENERAL REVENUE | 0 | 0.00 | 111,213 | 0.00 | 111,213 | 0.00 | 111,213 | 0.00 |
| DEPT OF SOC SERV FEDERAL & OTH | 0 | 0.00 | 9,670 | 0.00 | 9,670 | 0.00 | 9,670 | 0.00 |
| TOTAL - EE | 0 | 0.00 | 120,883 | 0.00 | 120,883 | 0.00 | 120,883 | 0.00 |
| TOTAL | 0 | 0.00 | 371,007 | 10.00 | 371,007 | 10.00 | 371,007 | 10.00 |
| GENERAL STRUCTURE ADJUSTMENT - 0000012 | | | | | | | | |
| PERSONAL SERVICES | | | | | | | | |
| GENERAL REVENUE | 0 | 0.00 | 0 | 0.00 | 0 | 0.00 | 7,184 | 0.00 |
| DEPT OF SOC SERV FEDERAL & OTH | 0 | 0.00 | 0 | 0.00 | 0 | 0.00 | 9 | 0.00 |
| CHILD SUPPORT ENFORCEMENT COLLTN | 0 | 0.00 | 0 | 0.00 | 0 | 0.00 | 312 | 0.00 |
| TOTAL - PS | 0 | 0.00 | 0 | 0.00 | 0 | 0.00 | 7,505 | 0.00 |
| TOTAL | 0 | 0.00 | 0 | 0.00 | 0 | 0.00 | 7,505 | 0.00 |
| GRAND TOTAL | \$0 | 0.00 | \$371,007 | 10.00 | \$371,007 | 10.00 | \$378,512 | 10.00 |

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CORE DECISION ITEM

Department: Social Services
Division: Office of Director
Appropriation: Mail Center Consolidation

Budget Unit: 88714C

1. CORE FINANCIAL SUMMARY

| | FY 2009 Budget Request | | | |
|-------|------------------------|---------|--------|---------|
| | GR | Federal | Other | Total |
| PS | 220,251 | 19,472 | 10,401 | 250,124 |
| EE | 111,213 | 9,670 | | 120,883 |
| PSD | | | | |
| TRF | | | | |
| Total | 331,464 | 29,142 | 10,401 | 371,007 |
| FTE | 8.78 | 0.80 | 0.42 | 10.00 |

| | | | | |
|---|---------|-------|-------|---------|
| Est. Fringe | 109,597 | 9,689 | 5,176 | 124,462 |
| Note: Fringes budgeted in House Bill 5 except for certain fringes budgeted directly to MoDOT, Highway Patrol, and Conservation. | | | | |

Other Funds: Child Support Enforcement Collections Fund (0169)

| | FY 2009 Governor's Recommendation | | | |
|-------|-----------------------------------|---------|--------|---------|
| | GR | Federal | Other | Total |
| PS | 220,251 | 19,472 | 10,401 | 250,124 |
| EE | 111,213 | 9,670 | | 120,883 |
| PSD | | | | |
| TRF | | | | |
| Total | 331,464 | 29,142 | 10,401 | 371,007 |
| FTE | 8.78 | 0.80 | 0.42 | 10.00 |

| | | | | |
|---|---------|-------|-------|---------|
| Est. Fringe | 109,597 | 9,689 | 5,176 | 124,462 |
| Note: Fringes budgeted in House Bill 5 except for certain fringes budgeted directly to MoDOT, Highway Patrol, and Conservation. | | | | |

Other Funds: Child Support Enforcement Collections Fund (0169)

2. CORE DESCRIPTION

In December 2005, the Commissioner of the Office of Administration established an interagency committee to evaluate options for improving the efficiency of state agency mail services. The committee, composed of representatives from all executive agencies, worked together over several months and recommended the internal consolidation of mail services using a phased-in approach. All executive branch agencies except for the Departments of Transportation, Conservation, Revenue, and Social Services were consolidated during Phase I. After the initial consolidation has been fully established and is functioning efficiently. The Office of Administration will begin analysis of processes and staff to better coordinate statewide consolidation efforts. The Departments of Social Services and Revenue will be added in Phase II.

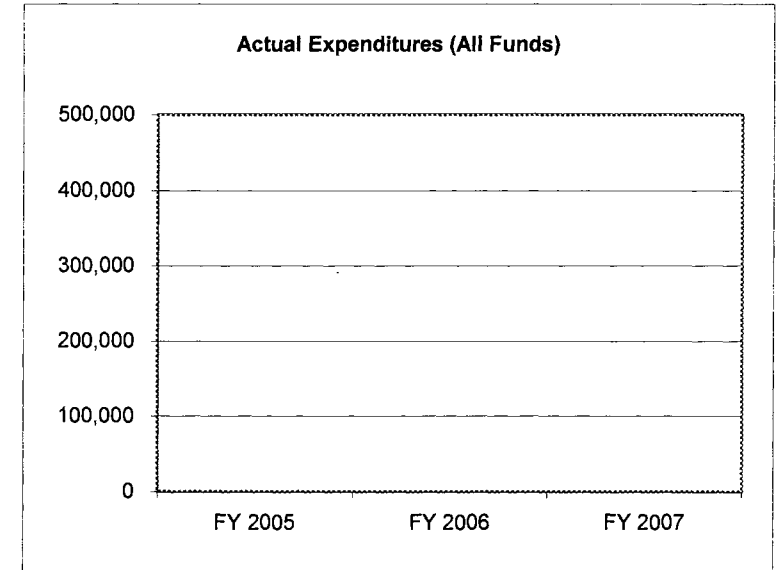
For Fiscal Year 2008, the appropriations for the Department of Social Services' and Revenue's central mail services were reallocated to separate budget sections to aid in preparation of the Phase II consolidation. Core funding continues the separate allocation of central mail services within the Department of Social Services' budget.

3. PROGRAM LISTING (list programs included in this core funding)

Mail Center Consolidation

4. FINANCIAL HISTORY

| | FY 2005 Actual | FY 2006 Actual | FY 2007 Actual | FY 2008 Current Yr. 371,007 |
|---------------------------------|-------------------|-------------------|-------------------|-----------------------------------|
| Appropriation (All Funds) | | | | N/A |
| Less Reverted (All Funds) | | | | N/A |
| Budget Authority (All Funds) | 0 | 0 | 0 | N/A |
| Actual Expenditures (All Funds) | | | | N/A |
| Unexpended (All Funds) | 0 | 0 | 0 | N/A |
| Unexpended, by Fund: | | | | |
| General Revenue | | | | N/A |
| Federal | | | | N/A |
| Other | | | | N/A |



Reverted includes Governor's standard 3 percent reserve (when applicable) and any extraordinary withholdings.

NOTES:

New section created in FY2008 Governor's recommendations.

CORE RECONCILIATION DETAIL

DEPARTMENT OF SOCIAL SERVICES**MAIL CENTER CONSOLIDATION**

5. CORE RECONCILIATION DETAIL

| | Budget Class | FTE | GR | Federal | Other | Total | Explanation |
|------------------------------------|-------------------------|--------------|----------------|----------------|---------------|----------------|--------------------|
| TAFP AFTER VETOES | | | | | | | |
| | PS | 10.00 | 220,251 | 19,472 | 10,401 | 250,124 | |
| | EE | 0.00 | 111,213 | 9,670 | 0 | 120,883 | |
| | Total | 10.00 | 331,464 | 29,142 | 10,401 | 371,007 | |
| DEPARTMENT CORE REQUEST | | | | | | | |
| | PS | 10.00 | 220,251 | 19,472 | 10,401 | 250,124 | |
| | EE | 0.00 | 111,213 | 9,670 | 0 | 120,883 | |
| | Total | 10.00 | 331,464 | 29,142 | 10,401 | 371,007 | |
| GOVERNOR'S RECOMMENDED CORE | | | | | | | |
| | PS | 10.00 | 220,251 | 19,472 | 10,401 | 250,124 | |
| | EE | 0.00 | 111,213 | 9,670 | 0 | 120,883 | |
| | Total | 10.00 | 331,464 | 29,142 | 10,401 | 371,007 | |

FY09 Department of Social Services Report #10

DECISION ITEM DETAIL

| Budget Unit | FY 2007 | FY 2007 | FY 2008 | FY 2008 | FY 2009 | FY 2009 | FY 2009 | FY 2009 |
|----------------------------------|------------|-------------|------------------|--------------|------------------|--------------|------------------|--------------|
| Decision Item | ACTUAL | ACTUAL | BUDGET | BUDGET | DEPT REQ | DEPT REQ | GOV REC | GOV REC |
| Budget Object Class | DOLLAR | FTE | DOLLAR | FTE | DOLLAR | FTE | DOLLAR | FTE |
| MAIL CENTER CONSOLIDATION | | | | | | | | |
| CORE | | | | | | | | |
| OFFICE SUPPORT ASST (KEYBRD) | 0 | 0.00 | 20,704 | 1.00 | 20,704 | 1.00 | 20,704 | 1.00 |
| OFFICE SERVICES ASST | 0 | 0.00 | 26,796 | 1.00 | 26,796 | 1.00 | 26,796 | 1.00 |
| MAILING EQUIPMENT OPER | 0 | 0.00 | 108,395 | 4.00 | 108,395 | 4.00 | 108,395 | 4.00 |
| MAIL ROOM SPV | 0 | 0.00 | 28,645 | 1.00 | 28,645 | 1.00 | 28,645 | 1.00 |
| LABORER II | 0 | 0.00 | 21,636 | 1.00 | 21,636 | 1.00 | 21,636 | 1.00 |
| MOTOR VEHICLE DRIVER | 0 | 0.00 | 43,948 | 2.00 | 43,948 | 2.00 | 43,948 | 2.00 |
| TOTAL - PS | 0 | 0.00 | 250,124 | 10.00 | 250,124 | 10.00 | 250,124 | 10.00 |
| SUPPLIES | 0 | 0.00 | 13,127 | 0.00 | 13,127 | 0.00 | 13,127 | 0.00 |
| COMMUNICATION SERV & SUPP | 0 | 0.00 | 2,474 | 0.00 | 2,474 | 0.00 | 2,474 | 0.00 |
| PROFESSIONAL SERVICES | 0 | 0.00 | 184 | 0.00 | 184 | 0.00 | 184 | 0.00 |
| M&R SERVICES | 0 | 0.00 | 101,029 | 0.00 | 101,029 | 0.00 | 101,029 | 0.00 |
| REAL PROPERTY RENTALS & LEASES | 0 | 0.00 | 750 | 0.00 | 750 | 0.00 | 750 | 0.00 |
| EQUIPMENT RENTALS & LEASES | 0 | 0.00 | 3,319 | 0.00 | 3,319 | 0.00 | 3,319 | 0.00 |
| TOTAL - EE | 0 | 0.00 | 120,883 | 0.00 | 120,883 | 0.00 | 120,883 | 0.00 |
| GRAND TOTAL | \$0 | 0.00 | \$371,007 | 10.00 | \$371,007 | 10.00 | \$371,007 | 10.00 |
| GENERAL REVENUE | \$0 | 0.00 | \$331,464 | 8.78 | \$331,464 | 8.78 | \$331,464 | 8.78 |
| FEDERAL FUNDS | \$0 | 0.00 | \$29,142 | 0.80 | \$29,142 | 0.80 | \$29,142 | 0.80 |
| OTHER FUNDS | \$0 | 0.00 | \$10,401 | 0.42 | \$10,401 | 0.42 | \$10,401 | 0.42 |

PROGRAM DESCRIPTION

Department: Social Services

Program Name: Mail Center Consolidation

Program is found in the following core budget(s): Mail Center Consolidation

1. What does this program do?

PROGRAM SYNOPSIS: This program supports a statewide effort to consolidate mail services in all state departments to improve the efficiency of state agency mail services.

This program supports a statewide effort to consolidate mail services in all state departments to improve the efficiency of state agency mail services. Consolidation efforts are using a phased-in approach. This program supports funding for Social Services' mail consolidation element, which is anticipated to be phased in during Phase II.

2. What is the authorization for this program, i.e., federal or state statute, etc.? (Include the federal program number, if applicable.)

State Statute 660.010.

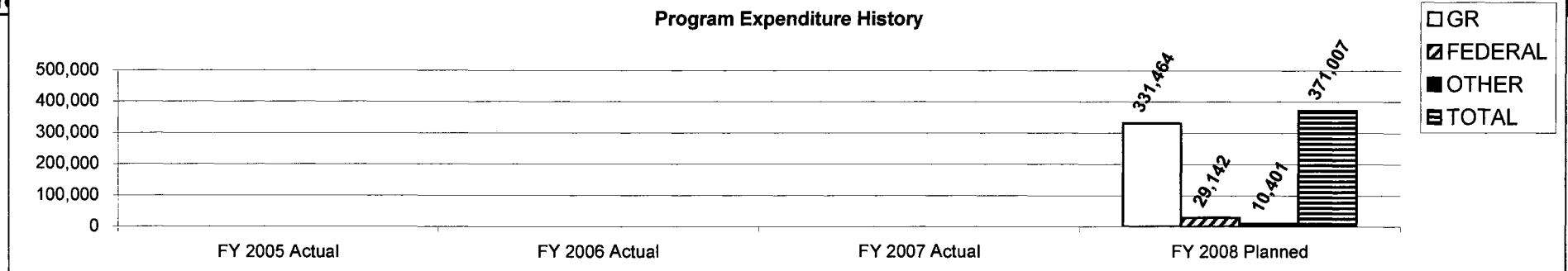
3. Are there federal matching requirements? If yes, please explain.

No.

4. Is this a federally mandated program? If yes, please explain.

No.

5. Program Expenditure History



6. What are the sources of the "Other " funds?

Child Support Enforcement Collections (0169)

7a. Provide an effectiveness measure.

Effectiveness measures will be determined once the entire consolidation effort is complete.

7b. Provide an efficiency measure.

Efficiency measures will be determined once the entire consolidation effort is complete.

7c. Provide the number of clients/individuals served, if applicable.

Clients include approximately 8,200 DSS employees that utilize DSS mail services.

7d. Provide a customer satisfaction measure, if available.

N/A

FY09 Department of Social Services Report #9

DECISION ITEM SUMMARY

| Budget Unit | | | | | | | | |
|---------------------------------------|--------------------|-------------|---------------------|-------------|---------------------|-------------|---------------------|-------------|
| Decision Item | FY 2007 | FY 2007 | FY 2008 | FY 2008 | FY 2009 | FY 2009 | FY 2009 | FY 2009 |
| Budget Object Summary | ACTUAL | ACTUAL | BUDGET | BUDGET | DEPT REQ | DEPT REQ | GOV REC | GOV REC |
| Fund | DOLLAR | FTE | DOLLAR | FTE | DOLLAR | FTE | DOLLAR | FTE |
| FEDERAL GRANTS & DONATIONS | | | | | | | | |
| CORE | | | | | | | | |
| PERSONAL SERVICES | | | | | | | | |
| DEPT OF SOC SERV FEDERAL & OTH | 0 | 0.00 | 1 | 0.00 | 1 | 0.00 | 1 | 0.00 |
| FAMILY SERVICES DONATIONS | 0 | 0.00 | 1 | 0.00 | 1 | 0.00 | 1 | 0.00 |
| YOUTH SERVICES TREATMENT | 0 | 0.00 | 1 | 0.00 | 1 | 0.00 | 1 | 0.00 |
| TOTAL - PS | 0 | 0.00 | 3 | 0.00 | 3 | 0.00 | 3 | 0.00 |
| EXPENSE & EQUIPMENT | | | | | | | | |
| DEPT OF SOC SERV FEDERAL & OTH | 4,697,183 | 0.00 | 2,788,002 | 0.00 | 2,783,002 | 0.00 | 2,783,002 | 0.00 |
| FAMILY SERVICES DONATIONS | 0 | 0.00 | 13 | 0.00 | 13 | 0.00 | 13 | 0.00 |
| YOUTH SERVICES TREATMENT | 0 | 0.00 | 13 | 0.00 | 13 | 0.00 | 13 | 0.00 |
| TOTAL - EE | 4,697,183 | 0.00 | 2,788,028 | 0.00 | 2,783,028 | 0.00 | 2,783,028 | 0.00 |
| PROGRAM-SPECIFIC | | | | | | | | |
| DEPT OF SOC SERV FEDERAL & OTH | 813,547 | 0.00 | 9,191,957 | 0.00 | 8,146,957 | 0.00 | 8,146,957 | 0.00 |
| FAMILY SERVICES DONATIONS | 0 | 0.00 | 23,985 | 0.00 | 23,985 | 0.00 | 23,985 | 0.00 |
| YOUTH SERVICES TREATMENT | 0 | 0.00 | 985 | 0.00 | 985 | 0.00 | 985 | 0.00 |
| TOTAL - PD | 813,547 | 0.00 | 9,216,927 | 0.00 | 8,171,927 | 0.00 | 8,171,927 | 0.00 |
| TOTAL | 5,510,730 | 0.00 | 12,004,958 | 0.00 | 10,954,958 | 0.00 | 10,954,958 | 0.00 |
| GRAND TOTAL | \$5,510,730 | 0.00 | \$12,004,958 | 0.00 | \$10,954,958 | 0.00 | \$10,954,958 | 0.00 |

CORE DECISION ITEM

Department: Social Services
Division: Office of the Director
Appropriation: Federal Grants and Donations

Budget Unit: 88722C

1. CORE FINANCIAL SUMMARY

| FY 2009 Budget Request | | | |
|------------------------|----|------------|--------|
| | GR | Federal | Other |
| PS | | 1 | 2 |
| EE | | 2,783,002 | 26 |
| PSD | | 8,146,957 | 24,970 |
| TRF | | | |
| Total | | 10,929,960 | 24,998 |

10,954,958 E

FTE 0.00

| | | | | |
|---|---|---|---|---|
| Est. Fringe | 0 | 0 | 1 | 1 |
| Note: Fringes budgeted in House Bill 5 except for certain fringes budgeted directly to MoDOT, Highway Patrol, and Conservation. | | | | |

Other Funds: Family Services Donation (0167)
Youth Services Treatment (0843)

Note: An "E" is requested for Federal Funds.

| FY 2009 Governor's Recommendation | | | |
|-----------------------------------|----|------------|--------|
| | GR | Federal | Other |
| PS | | 1 | 2 |
| EE | | 2,783,002 | 26 |
| PSD | | 8,146,957 | 24,970 |
| TRF | | | |
| Total | | 10,929,960 | 24,998 |

10,954,958 E

FTE 0.00

| | | | | |
|---|---|---|---|---|
| Est. Fringe | 0 | 0 | 1 | 1 |
| Note: Fringes budgeted in House Bill 5 except for certain fringes budgeted directly to MoDOT, Highway Patrol, and Conservation. | | | | |

Other Funds: Family Services Donation (0167)
Youth Services Treatment (0843)

Note: An "E" is requested for Federal Funds.

2. CORE DESCRIPTION

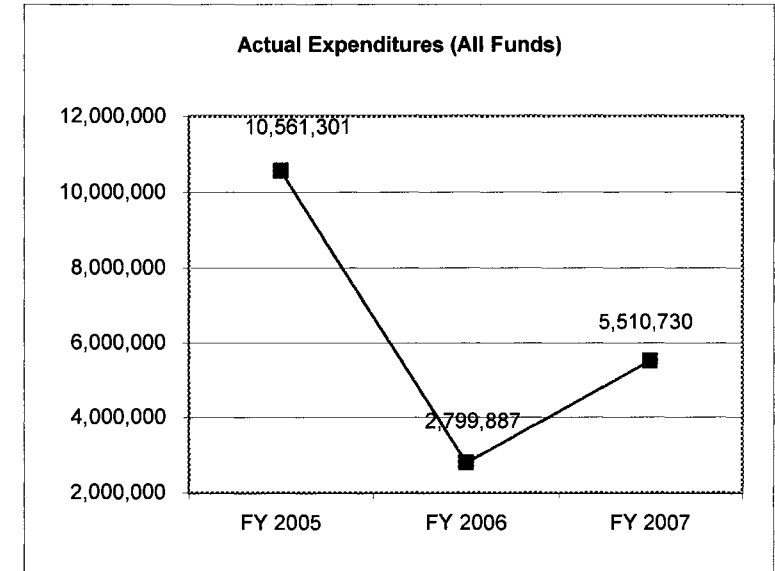
Core budget to receive and spend time limited grants or donations from federal, state or private sources.

3. PROGRAM LISTING (list programs included in this core funding)

Federal Grants & Donations

4. FINANCIAL HISTORY

| | FY 2005 Actual | FY 2006 Actual | FY 2007 Actual | FY 2008 Current Yr. |
|---------------------------------|-------------------|-------------------|-------------------|------------------------|
| Appropriation (All Funds) | 12,124,960 | 12,004,958 | 12,004,958 | 12,004,958 |
| Less Reverted (All Funds) | | | | N/A |
| Budget Authority (All Funds) | 12,124,960 | 12,004,958 | 12,004,958 | N/A |
| Actual Expenditures (All Funds) | 10,561,301 | 2,799,887 | 5,510,730 | N/A |
| Unexpended (All Funds) | 1,563,659 | 9,205,071 | 6,494,228 | N/A |
| Unexpended, by Fund: | | | | |
| General Revenue | | | | N/A |
| Federal | 1,538,659 | 9,180,073 | 6,469,230 | N/A |
| Other | 25,000 | 24,998 | 24,998 | N/A |



Reverted includes Governor's standard 3 percent reserve (when applicable) and any extraordinary withholdings.

NOTES: The level of federal expenditures is based on the availability of additional federal funding.

FY2005 expenditures include \$7.3 million of child care expenditures that were paid with TANF High Performance Bonus funding.

FY2007 expenditures include \$2.9 million of Family Nutrition Education Program expenditures, which the program did not have adequate federal authority to spend additional federal grant funding received. A new decision item was funded in FY08 to utilize appropriate program authority.

CORE RECONCILIATION DETAIL

DEPARTMENT OF SOCIAL SERVICES FEDERAL GRANTS & DONATIONS

5. CORE RECONCILIATION DETAIL

| | | | | Budget Class | FTE | GR | Federal | Other | Total | Explanation |
|------------------------------------|-----|------|--|-----------------|-------------|----------|--------------------|---------------|--------------------|---|
| TAFP AFTER VETOES | | | | | | | | | | |
| | | | | PS | 0.00 | 0 | 1 | 2 | 3 | |
| | | | | EE | 0.00 | 0 | 2,788,002 | 26 | 2,788,028 | |
| | | | | PD | 0.00 | 0 | 9,191,957 | 24,970 | 9,216,927 | |
| | | | | Total | 0.00 | 0 | 11,979,960 | 24,998 | 12,004,958 | |
| DEPARTMENT CORE ADJUSTMENTS | | | | | | | | | | |
| Core Reallocation | 422 | 9942 | | EE | 0.00 | 0 | (5,000) | 0 | (5,000) | |
| Core Reallocation | 422 | 9942 | | PD | 0.00 | 0 | 5,000 | 0 | 5,000 | |
| Core Reallocation | 901 | 9942 | | PD | 0.00 | 0 | (1,050,000) | 0 | (1,050,000) | Transfer funding for the Education Training Voucher program to Children's Division Independent Living |
| NET DEPARTMENT CHANGES | | | | | 0.00 | 0 | (1,050,000) | 0 | (1,050,000) | |
| DEPARTMENT CORE REQUEST | | | | | | | | | | |
| | | | | PS | 0.00 | 0 | 1 | 2 | 3 | |
| | | | | EE | 0.00 | 0 | 2,783,002 | 26 | 2,783,028 | |
| | | | | PD | 0.00 | 0 | 8,146,957 | 24,970 | 8,171,927 | |
| | | | | Total | 0.00 | 0 | 10,929,960 | 24,998 | 10,954,958 | |
| GOVERNOR'S RECOMMENDED CORE | | | | | | | | | | |
| | | | | PS | 0.00 | 0 | 1 | 2 | 3 | |
| | | | | EE | 0.00 | 0 | 2,783,002 | 26 | 2,783,028 | |
| | | | | PD | 0.00 | 0 | 8,146,957 | 24,970 | 8,171,927 | |
| | | | | Total | 0.00 | 0 | 10,929,960 | 24,998 | 10,954,958 | |

FY09 Department of Social Services Report #10

DECISION ITEM DETAIL

| Budget Unit | FY 2007 | FY 2007 | FY 2008 | FY 2008 | FY 2009 | FY 2009 | FY 2009 | FY 2009 |
|---------------------------------------|--------------------|-------------|---------------------|-------------|---------------------|-------------|---------------------|-------------|
| Decision Item | ACTUAL | ACTUAL | BUDGET | BUDGET | DEPT REQ | DEPT REQ | GOV REC | GOV REC |
| Budget Object Class | DOLLAR | FTE | DOLLAR | FTE | DOLLAR | FTE | DOLLAR | FTE |
| FEDERAL GRANTS & DONATIONS | | | | | | | | |
| CORE | | | | | | | | |
| OTHER | 0 | 0.00 | 3 | 0.00 | 3 | 0.00 | 3 | 0.00 |
| TOTAL - PS | 0 | 0.00 | 3 | 0.00 | 3 | 0.00 | 3 | 0.00 |
| TRAVEL, IN-STATE | 13,087 | 0.00 | 30,002 | 0.00 | 30,002 | 0.00 | 30,002 | 0.00 |
| TRAVEL, OUT-OF-STATE | 6,902 | 0.00 | 30,002 | 0.00 | 30,002 | 0.00 | 30,002 | 0.00 |
| SUPPLIES | 431,393 | 0.00 | 360,002 | 0.00 | 400,002 | 0.00 | 400,002 | 0.00 |
| PROFESSIONAL DEVELOPMENT | 8,466 | 0.00 | 83,002 | 0.00 | 83,002 | 0.00 | 83,002 | 0.00 |
| COMMUNICATION SERV & SUPP | 2,062 | 0.00 | 27,002 | 0.00 | 27,002 | 0.00 | 27,002 | 0.00 |
| PROFESSIONAL SERVICES | 3,804,978 | 0.00 | 1,820,002 | 0.00 | 1,780,002 | 0.00 | 1,780,002 | 0.00 |
| M&R SERVICES | 25,429 | 0.00 | 14,002 | 0.00 | 25,002 | 0.00 | 25,002 | 0.00 |
| MOTORIZED EQUIPMENT | 170,979 | 0.00 | 300,000 | 0.00 | 289,000 | 0.00 | 289,000 | 0.00 |
| OFFICE EQUIPMENT | 7,241 | 0.00 | 4,502 | 0.00 | 7,502 | 0.00 | 7,502 | 0.00 |
| OTHER EQUIPMENT | 184,759 | 0.00 | 68,002 | 0.00 | 68,002 | 0.00 | 68,002 | 0.00 |
| PROPERTY & IMPROVEMENTS | 0 | 0.00 | 7,502 | 0.00 | 2,502 | 0.00 | 2,502 | 0.00 |
| REAL PROPERTY RENTALS & LEASES | 8,652 | 0.00 | 3,502 | 0.00 | 8,502 | 0.00 | 8,502 | 0.00 |
| EQUIPMENT RENTALS & LEASES | 10,928 | 0.00 | 2,502 | 0.00 | 2,502 | 0.00 | 2,502 | 0.00 |
| MISCELLANEOUS EXPENSES | 22,307 | 0.00 | 38,004 | 0.00 | 30,004 | 0.00 | 30,004 | 0.00 |
| TOTAL - EE | 4,697,183 | 0.00 | 2,788,028 | 0.00 | 2,783,028 | 0.00 | 2,783,028 | 0.00 |
| PROGRAM DISTRIBUTIONS | 813,547 | 0.00 | 9,216,927 | 0.00 | 8,171,927 | 0.00 | 8,171,927 | 0.00 |
| TOTAL - PD | 813,547 | 0.00 | 9,216,927 | 0.00 | 8,171,927 | 0.00 | 8,171,927 | 0.00 |
| GRAND TOTAL | \$5,510,730 | 0.00 | \$12,004,958 | 0.00 | \$10,954,958 | 0.00 | \$10,954,958 | 0.00 |
| GENERAL REVENUE | \$0 | 0.00 | \$0 | 0.00 | \$0 | 0.00 | \$0 | 0.00 |
| FEDERAL FUNDS | \$5,510,730 | 0.00 | \$11,979,960 | 0.00 | \$10,929,960 | 0.00 | \$10,929,960 | 0.00 |
| OTHER FUNDS | \$0 | 0.00 | \$24,998 | 0.00 | \$24,998 | 0.00 | \$24,998 | 0.00 |

PROGRAM DESCRIPTION

Department: Social Services

Program Name: Federal Grants and Donations

Program is found in the following core budget(s): Federal Grants and Donations

1. What does this program do?

PROGRAM SYNOPSIS: This appropriation provides a mechanism for the Department to receive and expend grants or donations from federal, state or private sources.

This appropriation provides the Department with a centralized administrative mechanism to receive and expend new grants as they become available during the fiscal year. The Division of Budget and Finance coordinates the use of this authority for the Department as divisions pursue sources other than General Revenue for funding. New funding sources and new grants provide opportunities to sustain the level of service delivery and fund program development that will better serve Missourians. Without this appropriation, the department would be forced to delay use of new grants and donations until emergency or supplemental appropriations are approved.

The department uses this flexible appropriation language to spend miscellaneous grants and donations that are received through the fiscal year. The flexible language provides the opportunity to capitalize on changes in federal fiscal policy should it result in new private or federal grants not presently available or foreseen. This appropriation is primarily used for one-time and/or time-limited federal grants and may support a wide variety of expenditures, including staff if called on or required, for effective administration of the grant or donation.

Multiple year grants that are first spent through this appropriation are transferred to the grantee Division's budget through the appropriation process when it is anticipated that funding will continue for years after it is first received. Exceptions to this rule are made in those cases when the department is acting in an administrative capacity.

Grants awarded that will utilize this appropriation to expend funds during FY09 are as follows:

Head Start Innovation and Improvement Grant

School Violence Hotline

Education and Training Vouchers

Youth Services Donations

STAT Multidisciplinary Training Grants

Healthy Start Grow Smart Grant

Internet Cyber Crime Grant

MHD Transformation Grant

CD PBC & QA Systems Demonstration Project (The MO project on Privatization of Out-of-Home Care for Children)

2. What is the authorization for this program, i.e., federal or state statute, etc.? (Include the federal program number, if applicable.)

Section 660 RSMo.

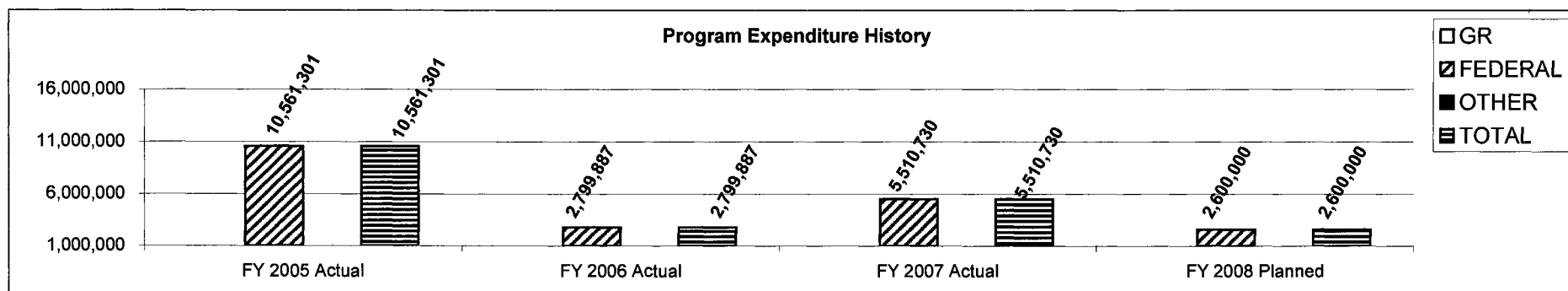
3. Are there federal matching requirements? If yes, please explain.

Some federal grants require a state match. State matches are paid from the grantee Division's budget. The percentage of required state match depends on the grant.

4. Is this a federally mandated program? If yes, please explain.

No.

5. Provide actual expenditures for the prior three fiscal years and planned expenditures for the current fiscal year.



6. What are the sources of the "Other " funds?

Family Services Donation (0167) and Youth Services Treatment (0843).

7a. Provide an effectiveness measure.

Effectiveness is measured in the division or program using the funds.

7b. Provide an efficiency measure.

Efficiency is measured in the division or program using the funds.

7c. Provide the number of clients/individuals served, if applicable.

N/A

7d. Provide a customer satisfaction measure, if available.

FY09 Department of Social Services Report #9

DECISION ITEM SUMMARY

| Budget Unit | | | | | | | | | |
|---------------------------------|-----------|---------|-----------|---------|----------|----------|---------|---------|--|
| Decision Item | FY 2007 | FY 2007 | FY 2008 | FY 2008 | FY 2009 | FY 2009 | FY 2009 | FY 2009 | |
| Budget Object Summary | ACTUAL | ACTUAL | BUDGET | BUDGET | DEPT REQ | DEPT REQ | GOV REC | GOV REC | |
| Fund | DOLLAR | FTE | DOLLAR | FTE | DOLLAR | FTE | DOLLAR | FTE | |
| MAINTENANCE & REPAIR | | | | | | | | | |
| CORE | | | | | | | | | |
| EXPENSE & EQUIPMENT | | | | | | | | | |
| DEPT OF SOC SERV FEDERAL & OTH | 137,979 | 0.00 | 138,243 | 0.00 | 0 | 0.00 | 0 | 0.00 | |
| FACILITIES MAINTENANCE RESERVE | 109,502 | 0.00 | 78,794 | 0.00 | 0 | 0.00 | 0 | 0.00 | |
| TOTAL - EE | 247,481 | 0.00 | 217,037 | 0.00 | 0 | 0.00 | 0 | 0.00 | |
| TOTAL | 247,481 | 0.00 | 217,037 | 0.00 | 0 | 0.00 | 0 | 0.00 | |
| GRAND TOTAL | \$247,481 | 0.00 | \$217,037 | 0.00 | \$0 | 0.00 | \$0 | 0.00 | |

CORE DECISION ITEM

Department: Social Services
Division: Office of Director
Appropriation: Maintenance and Repair

Budget Unit: 88740C

1. CORE FINANCIAL SUMMARY

| | FY 2009 Budget Request | | | |
|-------|------------------------|---------|-------|-------|
| | GR | Federal | Other | Total |
| PS | | | | |
| EE | | | | |
| PSD | | | | |
| TRF | | | | |
| Total | | | | 0 |
| FTE | | | | 0.00 |

| | | | | |
|---|---|---|---|---|
| Est. Fringe | 0 | 0 | 0 | 0 |
| Note: Fringes budgeted in House Bill 5 except for certain fringes budgeted directly to MoDOT, Highway Patrol, and Conservation. | | | | |

Other Funds:

| | FY 2009 Governor's Recommendation | | | |
|-------|-----------------------------------|---------|-------|-------|
| | GR | Federal | Other | Total |
| PS | | | | |
| EE | | | | |
| PSD | | | | |
| TRF | | | | |
| Total | | | | 0 |
| FTE | | | | 0.00 |

| | | | | |
|---|---|---|---|---|
| Est. Fringe | 0 | 0 | 0 | 0 |
| Note: Fringes budgeted in House Bill 5 except for certain fringes budgeted directly to MoDOT, Highway Patrol, and Conservation. | | | | |

Other Funds:

2. CORE DESCRIPTION

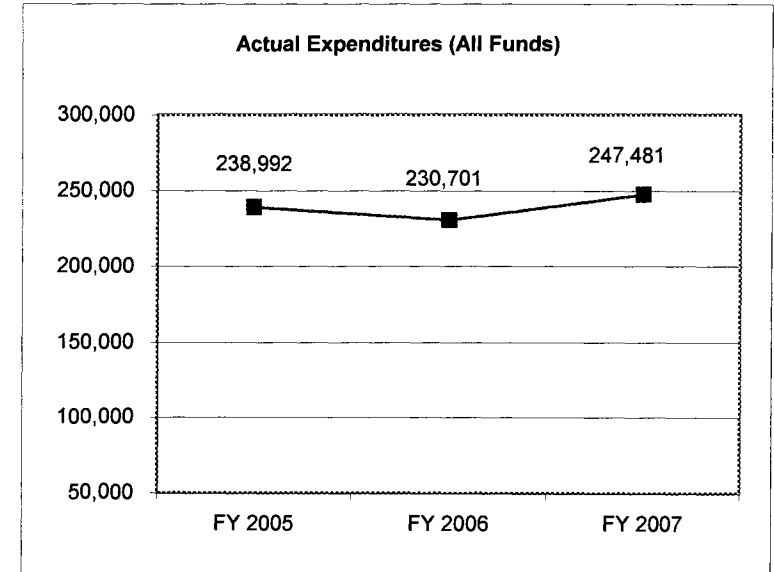
Core budget for operational maintenance and repair of Division of Youth Services' facilities. For FY08 this entire core is being held in reverted and is being core cut in FY09 since this authority was appropriated to the Office of Administration, Design & Construction Facilities Management in FY08 HB 18--Capital Improvements-Maintenance.

3. PROGRAM LISTING (list programs included in this core funding)

Maintenance and Repair

4. FINANCIAL HISTORY

| | FY 2005 Actual | FY 2006 Actual | FY 2007 Actual | FY 2008 Current Yr. |
|---------------------------------|-------------------|-------------------|-------------------|------------------------|
| Appropriation (All Funds) | 257,883 | 257,883 | 257,883 | 217,037 |
| Less Reverted (All Funds) | | | | N/A |
| Budget Authority (All Funds) | 257,883 | 257,883 | 257,883 | N/A |
| Actual Expenditures (All Funds) | 238,992 | 230,701 | 247,481 | N/A |
| Unexpended (All Funds) | 18,891 | 27,182 | 10,402 | N/A |
| Unexpended, by Fund: | | | | |
| General Revenue | | | | N/A |
| Federal | 18,215 | 8,787 | 10,402 | N/A |
| Other | 676 | 18,395 | | N/A |



Reverted includes Governor's standard 3 percent reserve (when applicable) and any extraordinary withholdings.

NOTES:

CORE RECONCILIATION DETAIL

DEPARTMENT OF SOCIAL SERVICES
MAINTENANCE & REPAIR

5. CORE RECONCILIATION DETAIL

| | | | | Budget Class | FTE | GR | Federal | Other | Total | Explanation |
|------------------------------------|-----|------|--|-------------------------|-------------|-----------|------------------|-----------------|------------------|--|
| TAFP AFTER VETOES | | | | | | | | | | |
| | | | | EE | 0.00 | 0 | 138,243 | 78,794 | 217,037 | |
| | | | | Total | 0.00 | 0 | 138,243 | 78,794 | 217,037 | |
| DEPARTMENT CORE ADJUSTMENTS | | | | | | | | | | |
| Core Reduction | 896 | 3410 | | EE | 0.00 | 0 | 0 | (78,794) | (78,794) | Core cut DYS Maintenance and Repair section. This authority was appropriated in OA's budget beginning FY 2008. |
| Core Reduction | 896 | 3001 | | EE | 0.00 | 0 | (138,243) | 0 | (138,243) | Core cut DYS Maintenance and Repair section. This authority was appropriated in OA's budget beginning FY 2008. |
| NET DEPARTMENT CHANGES | | | | | 0.00 | 0 | (138,243) | (78,794) | (217,037) | |
| DEPARTMENT CORE REQUEST | | | | | | | | | | |
| | | | | EE | 0.00 | 0 | 0 | 0 | 0 | |
| | | | | Total | 0.00 | 0 | 0 | 0 | 0 | |
| GOVERNOR'S RECOMMENDED CORE | | | | | | | | | | |
| | | | | EE | 0.00 | 0 | 0 | 0 | 0 | |
| | | | | Total | 0.00 | 0 | 0 | 0 | 0 | |

FY09 Department of Social Services Report #10

DECISION ITEM DETAIL

| Budget Unit | FY 2007 | FY 2007 | FY 2008 | FY 2008 | FY 2009 | FY 2009 | FY 2009 | FY 2009 |
|---------------------------------|------------------|-------------|------------------|-------------|------------|-------------|------------|-------------|
| Decision Item | ACTUAL | ACTUAL | BUDGET | BUDGET | DEPT REQ | DEPT REQ | GOV REC | GOV REC |
| Budget Object Class | DOLLAR | FTE | DOLLAR | FTE | DOLLAR | FTE | DOLLAR | FTE |
| MAINTENANCE & REPAIR | | | | | | | | |
| CORE | | | | | | | | |
| SUPPLIES | 63,303 | 0.00 | 21,139 | 0.00 | 0 | 0.00 | 0 | 0.00 |
| PROFESSIONAL SERVICES | 125 | 0.00 | 0 | 0.00 | 0 | 0.00 | 0 | 0.00 |
| JANITORIAL SERVICES | 23,939 | 0.00 | 0 | 0.00 | 0 | 0.00 | 0 | 0.00 |
| M&R SERVICES | 18,541 | 0.00 | 22,963 | 0.00 | 0 | 0.00 | 0 | 0.00 |
| OTHER EQUIPMENT | 19,168 | 0.00 | 31,188 | 0.00 | 0 | 0.00 | 0 | 0.00 |
| PROPERTY & IMPROVEMENTS | 122,405 | 0.00 | 141,747 | 0.00 | 0 | 0.00 | 0 | 0.00 |
| TOTAL - EE | 247,481 | 0.00 | 217,037 | 0.00 | 0 | 0.00 | 0 | 0.00 |
| GRAND TOTAL | \$247,481 | 0.00 | \$217,037 | 0.00 | \$0 | 0.00 | \$0 | 0.00 |
| GENERAL REVENUE | \$0 | 0.00 | \$0 | 0.00 | \$0 | 0.00 | | 0.00 |
| FEDERAL FUNDS | \$137,979 | 0.00 | \$138,243 | 0.00 | \$0 | 0.00 | | 0.00 |
| OTHER FUNDS | \$109,502 | 0.00 | \$78,794 | 0.00 | \$0 | 0.00 | | 0.00 |

PROGRAM DESCRIPTION

Department: Social Services

Program Name: Maintenance and Repair

Program is found in the following core budget(s): Maintenance and Repair

1. What does this program do?

Provides for the maintenance and repair of Division of Youth Services facilities.

2. What is the authorization for this program, i.e., federal or state statute, etc.? (Include the federal program number, if applicable.)

State statute: RSMo. 660.010.

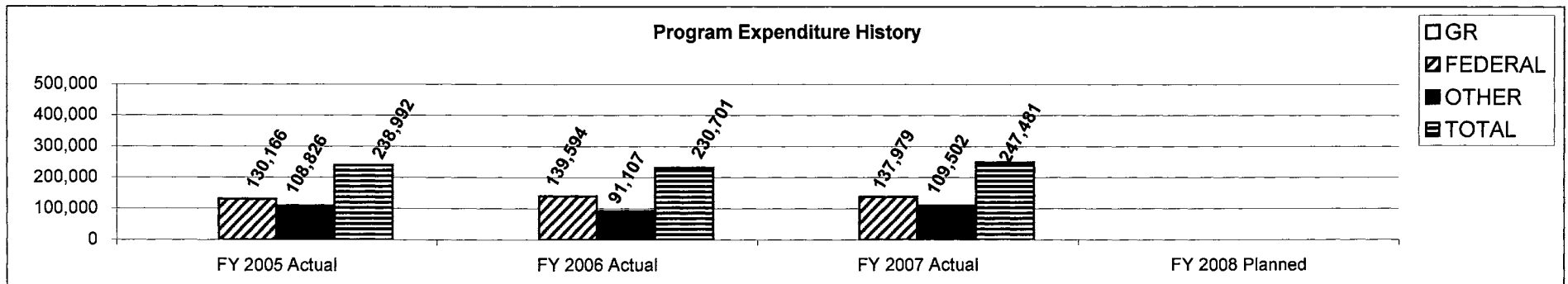
3. Are there federal matching requirements? If yes, please explain.

This program does not have a federal matching requirement. However, Youth Services facility program expenditures are used as state maintenance of effort (MOE) to earn Social Services Block Grant (SSBG) along with other administrative expenditures to earn a federal indirect rate.

4. Is this a federally mandated program? If yes, please explain.

No.

5. Provide actual expenditures for the prior three fiscal years and planned expenditures for the current fiscal year.



6. What are the sources of the "Other " funds?

Facilities Maintenance Reserve Fund (0124).

7a. Provide an effectiveness measure.

Maintenance and Repair initiatives help to support program division measures.

7b. Provide an efficiency measure.

Maintenance and Repair initiatives help to support program division measures.

7c. Provide the number of clients/individuals served, if applicable.

7d. Provide a customer satisfaction measure, if available.

FY09 Department of Social Services Report #9

DECISION ITEM SUMMARY

| Budget Unit | | | | | | | | |
|---|------------------|--------------|------------------|--------------|------------------|--------------|------------------|--------------|
| Decision Item | FY 2007 | FY 2007 | FY 2008 | FY 2008 | FY 2009 | FY 2009 | FY 2009 | FY 2009 |
| Budget Object Summary | ACTUAL | ACTUAL | BUDGET | BUDGET | DEPT REQ | DEPT REQ | GOV REC | GOV REC |
| Fund | DOLLAR | FTE | DOLLAR | FTE | DOLLAR | FTE | DOLLAR | FTE |
| HUMAN RESOURCE CENTER | | | | | | | | |
| CORE | | | | | | | | |
| PERSONAL SERVICES | | | | | | | | |
| GENERAL REVENUE | 315,137 | 6.85 | 348,605 | 8.30 | 348,605 | 8.30 | 348,605 | 8.30 |
| DEPT OF SOC SERV FEDERAL & OTH | 151,500 | 3.30 | 190,145 | 5.22 | 190,145 | 5.22 | 190,145 | 5.22 |
| TOTAL - PS | 466,637 | 10.15 | 538,750 | 13.52 | 538,750 | 13.52 | 538,750 | 13.52 |
| EXPENSE & EQUIPMENT | | | | | | | | |
| GENERAL REVENUE | 23,951 | 0.00 | 24,692 | 0.00 | 24,692 | 0.00 | 24,692 | 0.00 |
| DEPT OF SOC SERV FEDERAL & OTH | 36,110 | 0.00 | 36,985 | 0.00 | 36,985 | 0.00 | 36,985 | 0.00 |
| TOTAL - EE | 60,061 | 0.00 | 61,677 | 0.00 | 61,677 | 0.00 | 61,677 | 0.00 |
| TOTAL | 526,698 | 10.15 | 600,427 | 13.52 | 600,427 | 13.52 | 600,427 | 13.52 |
| GENERAL STRUCTURE ADJUSTMENT - 0000012 | | | | | | | | |
| PERSONAL SERVICES | | | | | | | | |
| GENERAL REVENUE | 0 | 0.00 | 0 | 0.00 | 0 | 0.00 | 16,149 | 0.00 |
| DEPT OF SOC SERV FEDERAL & OTH | 0 | 0.00 | 0 | 0.00 | 0 | 0.00 | 14 | 0.00 |
| TOTAL - PS | 0 | 0.00 | 0 | 0.00 | 0 | 0.00 | 16,163 | 0.00 |
| TOTAL | 0 | 0.00 | 0 | 0.00 | 0 | 0.00 | 16,163 | 0.00 |
| GRAND TOTAL | \$526,698 | 10.15 | \$600,427 | 13.52 | \$600,427 | 13.52 | \$616,590 | 13.52 |

CORE DECISION ITEM

Department: Social Services
Division: Office of Director
Appropriation: Human Resource Center

Budget Unit: 88742C

1. CORE FINANCIAL SUMMARY

| FY 2009 Budget Request | | | | |
|------------------------|---------|---------|-------|---------|
| | GR | Federal | Other | Total |
| PS | 348,605 | 190,145 | | 538,750 |
| EE | 24,692 | 36,985 | | 61,677 |
| PSD | | | | |
| TRF | | | | |
| Total | 373,297 | 227,130 | | 600,427 |
| FTE | 8.30 | 5.22 | | 13.52 |

| | | | | |
|--|---------|--------|---|---------|
| Est. Fringe | 173,466 | 94,616 | 0 | 268,082 |
| <i>Note: Fringes budgeted in House Bill 5 except for certain fringes budgeted directly to MoDOT, Highway Patrol, and Conservation.</i> | | | | |

Other Funds:

| FY 2009 Governor's Recommendation | | | | |
|-----------------------------------|---------|---------|-------|---------|
| | GR | Federal | Other | Total |
| PS | 348,605 | 190,145 | | 538,750 |
| EE | 24,692 | 36,985 | | 61,677 |
| PSD | | | | |
| TRF | | | | |
| Total | 373,297 | 227,130 | | 600,427 |
| FTE | 8.30 | 5.22 | | 13.52 |

| | | | | |
|--|---------|--------|---|---------|
| Est. Fringe | 173,466 | 94,616 | 0 | 268,082 |
| <i>Note: Fringes budgeted in House Bill 5 except for certain fringes budgeted directly to MoDOT, Highway Patrol, and Conservation.</i> | | | | |

Other Funds:

2. CORE DESCRIPTION

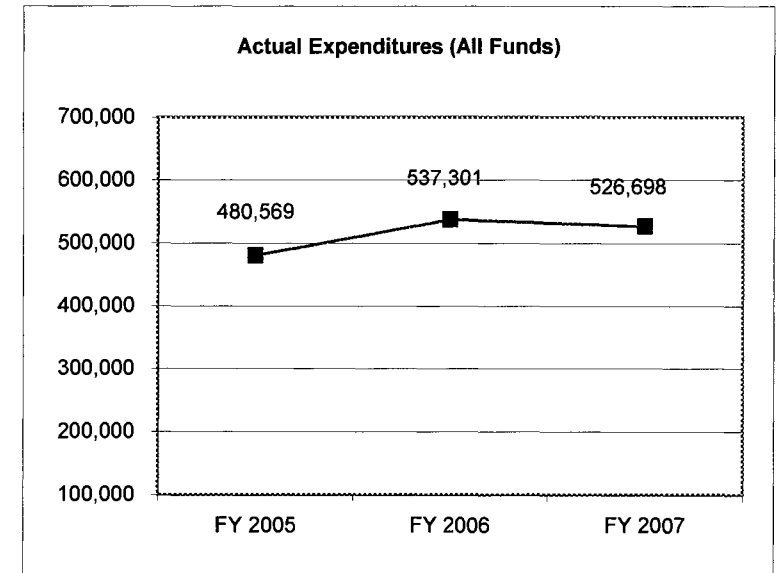
This appropriation provides core funding for the Human Resource Center (HRC). HRC is charged by the Department of Social Services (DSS) to plan, develop and implement a statewide human resource program giving direction and coordination to all divisions within the department.

3. PROGRAM LISTING (list programs included in this core funding)

Human Resource Center

4. FINANCIAL HISTORY

| | FY 2005 Actual | FY 2006 Actual | FY 2007 Actual | FY 2008 Current Yr. |
|---------------------------------|-------------------|-------------------|-------------------|------------------------|
| Appropriation (All Funds) | 605,335 | 563,557 | 584,733 | 600,427 |
| Less Reverted (All Funds) | (33,605) | (10,093) | (10,728) | N/A |
| Budget Authority (All Funds) | 571,730 | 553,464 | 574,005 | N/A |
| Actual Expenditures (All Funds) | 480,569 | 537,301 | 526,698 | N/A |
| Unexpended (All Funds) | 91,161 | 16,163 | 47,307 | N/A |
| Unexpended, by Fund: | | | | |
| General Revenue | 39,630 | 6,050 | 7,787 | N/A |
| Federal | 51,531 | 10,113 | 39,520 | N/A |
| Other | 0 | 0 | 0 | N/A |



Reverted includes Governor's standard 3 percent reserve (when applicable) and any extraordinary withholdings.

NOTES:

FY2005 - \$46,140 federal fund agency reserve for authority in excess of cash.

FY2007 - \$39,515 federal fund agency reserve for authority in excess of cash.

CORE RECONCILIATION DETAIL

DEPARTMENT OF SOCIAL SERVICES
HUMAN RESOURCE CENTER

5. CORE RECONCILIATION DETAIL

| | Budget Class | FTE | GR | Federal | Other | Total | Explanation |
|------------------------------------|-------------------------|--------------|----------------|----------------|--------------|----------------|--------------------|
| TAFP AFTER VETOES | | | | | | | |
| | PS | 13.52 | 348,605 | 190,145 | 0 | 538,750 | |
| | EE | 0.00 | 24,692 | 36,985 | 0 | 61,677 | |
| | Total | 13.52 | 373,297 | 227,130 | 0 | 600,427 | |
| DEPARTMENT CORE REQUEST | | | | | | | |
| | PS | 13.52 | 348,605 | 190,145 | 0 | 538,750 | |
| | EE | 0.00 | 24,692 | 36,985 | 0 | 61,677 | |
| | Total | 13.52 | 373,297 | 227,130 | 0 | 600,427 | |
| GOVERNOR'S RECOMMENDED CORE | | | | | | | |
| | PS | 13.52 | 348,605 | 190,145 | 0 | 538,750 | |
| | EE | 0.00 | 24,692 | 36,985 | 0 | 61,677 | |
| | Total | 13.52 | 373,297 | 227,130 | 0 | 600,427 | |

FLEXIBILITY REQUEST FORM

| | |
|---|----------------------------------|
| BUDGET UNIT NUMBER: 88742C | DEPARTMENT: Social Services |
| BUDGET UNIT NAME: Human Resource Center | DIVISION: Office of the Director |

1. Provide the amount by fund of personal service flexibility and the amount by fund of expense and equipment flexibility you are requesting in dollar and percentage terms and explain why the flexibility is needed. If flexibility is being requested among divisions, provide the amount by fund of flexibility you are requesting in dollar and percentage terms and explain why the flexibility is needed.

DEPARTMENT REQUEST

| Section | PS or E&E | Core | % Flex Requested | Flex Requested Amount |
|----------------------|-----------|-----------|------------------|-----------------------|
| | PS | \$538,750 | 20% | \$107,750 |
| | E&E | \$61,677 | 20% | \$12,335 |
| <i>Total Request</i> | | \$600,427 | | \$120,085 |

2. Estimate how much flexibility will be used for the budget year. How much flexibility was used in the Prior Year Budget and the Current Year Budget? Please specify the amount.

| PRIOR YEAR ACTUAL AMOUNT OF FLEXIBILITY USED | CURRENT YEAR ESTIMATED AMOUNT OF FLEXIBILITY THAT WILL BE USED | BUDGET REQUEST ESTIMATED AMOUNT OF FLEXIBILITY THAT WILL BE USED |
|---|--|--|
| \$0 | H.B. 11 language allows for up to 20% flexibility for all funds between personal services and expense and equipment. | 20% flexibility is being requested in all funds. |

3. Please explain how flexibility was used in the prior and/or current years.

| | |
|----------------------------------|-------------------------------------|
| PRIOR YEAR EXPLAIN ACTUAL USE | CURRENT YEAR EXPLAIN PLANNED USE |
|----------------------------------|-------------------------------------|

20% flexibility granted for all appropriations, funds were not utilized.

Flexibility allows DSS to utilize and manage funds in the most efficient and effective manner. Uses will be determined on an "as needed" basis.

FY09 Department of Social Services Report #10

DECISION ITEM DETAIL

| Budget Unit | FY 2007 | FY 2007 | FY 2008 | FY 2008 | FY 2009 | FY 2009 | FY 2009 | FY 2009 |
|--------------------------------|----------------|--------------|----------------|--------------|----------------|--------------|----------------|--------------|
| Decision Item | ACTUAL | ACTUAL | BUDGET | BUDGET | DEPT REQ | DEPT REQ | GOV REC | GOV REC |
| Budget Object Class | DOLLAR | FTE | DOLLAR | FTE | DOLLAR | FTE | DOLLAR | FTE |
| HUMAN RESOURCE CENTER | | | | | | | | |
| CORE | | | | | | | | |
| ADMIN OFFICE SUPPORT ASSISTANT | 11,700 | 0.45 | 53,718 | 2.00 | 0 | 0.00 | 0 | 0.00 |
| OFFICE SUPPORT ASST (KEYBRD) | 0 | 0.00 | 20,752 | 1.00 | 0 | 0.00 | 0 | 0.00 |
| SR OFC SUPPORT ASST (KEYBRD) | 6,208 | 0.26 | 5,932 | 0.25 | 37,760 | 2.00 | 37,760 | 2.00 |
| PERSONNEL OFCR I | 19,737 | 0.52 | 39,034 | 1.00 | 39,034 | 1.00 | 39,034 | 1.00 |
| PERSONNEL OFCR II | 1,572 | 0.03 | 0 | 0.00 | 0 | 0.00 | 0 | 0.00 |
| HUMAN RELATIONS OFCR I | 49,905 | 1.40 | 74,478 | 2.00 | 74,478 | 2.00 | 74,478 | 2.00 |
| HUMAN RELATIONS OFCR II | 45,252 | 1.00 | 46,684 | 1.00 | 46,684 | 1.00 | 46,684 | 1.00 |
| PERSONNEL ANAL II | 73,557 | 2.06 | 73,739 | 2.00 | 73,739 | 2.00 | 73,739 | 2.00 |
| TRAINING TECH I | 405 | 0.01 | 0 | 0.00 | 0 | 0.00 | 0 | 0.00 |
| HUMAN RESOURCES MGR B2 | 103,519 | 1.67 | 118,994 | 2.00 | 130,320 | 2.00 | 130,320 | 2.00 |
| HUMAN RESOURCES MGR B3 | 71,789 | 1.00 | 74,060 | 1.00 | 77,400 | 1.00 | 77,400 | 1.00 |
| DEPUTY STATE DEPT DIRECTOR | 30,270 | 0.32 | 0 | 0.00 | 0 | 0.00 | 0 | 0.00 |
| DESIGNATED PRINCIPAL ASST DEPT | 0 | 0.00 | 9,052 | 0.10 | 0 | 0.00 | 0 | 0.00 |
| LEGAL COUNSEL | 6,526 | 0.14 | 0 | 0.00 | 0 | 0.00 | 0 | 0.00 |
| CLERK | 4,207 | 0.21 | 6,006 | 0.51 | 4,571 | 0.42 | 4,571 | 0.42 |
| MISCELLANEOUS PROFESSIONAL | 12,278 | 0.23 | 16,301 | 0.66 | 17,000 | 1.00 | 17,000 | 1.00 |
| SPECIAL ASST PROFESSIONAL | 11,719 | 0.30 | 0 | 0.00 | 4,020 | 0.10 | 4,020 | 0.10 |
| SPECIAL ASST OFFICE & CLERICAL | 17,993 | 0.55 | 0 | 0.00 | 33,744 | 1.00 | 33,744 | 1.00 |
| TOTAL - PS | 466,637 | 10.15 | 538,750 | 13.52 | 538,750 | 13.52 | 538,750 | 13.52 |
| TRAVEL, IN-STATE | 2,939 | 0.00 | 7,214 | 0.00 | 4,470 | 0.00 | 4,470 | 0.00 |
| TRAVEL, OUT-OF-STATE | 0 | 0.00 | 100 | 0.00 | 100 | 0.00 | 100 | 0.00 |
| SUPPLIES | 23,187 | 0.00 | 16,566 | 0.00 | 25,187 | 0.00 | 25,187 | 0.00 |
| PROFESSIONAL DEVELOPMENT | 3,718 | 0.00 | 3,020 | 0.00 | 4,218 | 0.00 | 4,218 | 0.00 |
| COMMUNICATION SERV & SUPP | 8,754 | 0.00 | 11,787 | 0.00 | 9,754 | 0.00 | 9,754 | 0.00 |
| PROFESSIONAL SERVICES | 3,310 | 0.00 | 4,000 | 0.00 | 4,000 | 0.00 | 4,000 | 0.00 |
| JANITORIAL SERVICES | 119 | 0.00 | 10 | 0.00 | 10 | 0.00 | 10 | 0.00 |
| M&R SERVICES | 12,332 | 0.00 | 6,850 | 0.00 | 6,850 | 0.00 | 6,850 | 0.00 |
| OFFICE EQUIPMENT | 1,976 | 0.00 | 7,530 | 0.00 | 2,488 | 0.00 | 2,488 | 0.00 |
| OTHER EQUIPMENT | 2,400 | 0.00 | 3,650 | 0.00 | 3,650 | 0.00 | 3,650 | 0.00 |
| EQUIPMENT RENTALS & LEASES | 700 | 0.00 | 200 | 0.00 | 200 | 0.00 | 200 | 0.00 |

FY09 Department of Social Services Report #10

DECISION ITEM DETAIL

| Budget Unit | FY 2007 | FY 2007 | FY 2008 | FY 2008 | FY 2009 | FY 2009 | FY 2009 | FY 2009 |
|------------------------|-----------|---------|-----------|---------|-----------|----------|-----------|---------|
| Decision Item | ACTUAL | ACTUAL | BUDGET | BUDGET | DEPT REQ | DEPT REQ | GOV REC | GOV REC |
| Budget Object Class | DOLLAR | FTE | DOLLAR | FTE | DOLLAR | FTE | DOLLAR | FTE |
| HUMAN RESOURCE CENTER | | | | | | | | |
| CORE | | | | | | | | |
| MISCELLANEOUS EXPENSES | 626 | 0.00 | 750 | 0.00 | 750 | 0.00 | 750 | 0.00 |
| TOTAL - EE | 60,061 | 0.00 | 61,677 | 0.00 | 61,677 | 0.00 | 61,677 | 0.00 |
| GRAND TOTAL | \$526,698 | 10.15 | \$600,427 | 13.52 | \$600,427 | 13.52 | \$600,427 | 13.52 |
| GENERAL REVENUE | \$339,088 | 6.85 | \$373,297 | 8.30 | \$373,297 | 8.30 | \$373,297 | 8.30 |
| FEDERAL FUNDS | \$187,610 | 3.30 | \$227,130 | 5.22 | \$227,130 | 5.22 | \$227,130 | 5.22 |
| OTHER FUNDS | \$0 | 0.00 | \$0 | 0.00 | \$0 | 0.00 | \$0 | 0.00 |

PROGRAM DESCRIPTION

Department: Social Services

Program Name: Human Resource Center

Program is found in the following core budget(s): Human Resource Center

1. What does this program do?

PROGRAM SYNOPSIS: The Human Resource Center plans, develops and implements statewide human resource programs; giving direction and coordination to all divisions in the Department of Social Services.

The quality and level of services provided to the public through Department of Social Services (DSS) programs are directly affected by the performance of each division's employees. Therefore, the service and support functions provided by the Human Resource Center (HRC) are necessary to maintain a qualified and productive workforce. HRC's mission is to serve the divisions in a timely and responsible manner through training, guidance, and assistance, thus contributing to the retention of a productive and harmonious workforce. In its seven divisions, DSS employs approximately 8,200 staff.

To assist the divisions in meeting their programmatic goals, HRC provides training, interpretive and technical assistance to staff ensuring personnel decisions are made and actions are taken within relevant guidelines including merit system rules and regulations, state and federal employment laws, state and federal civil rights laws, and administrative policies and procedures.

HRC uses its resources to:

- develop and implement administrative policies that are legally sound and support the work of DSS;
- provide advice, training, and consultation to staff to assure consistency among divisions and fair and equitable treatment of employees;
- maintain a high standard of case preparation and presentation of employee disciplinary actions before the Personnel Advisory Board;
- provide effective representation of the department before administrative bodies and court tribunals on personnel related issues;
- develop curriculum, training schedules and provide training to employees in the prevention of sexual harassment, workplace diversity, unlawful discrimination, labor relations, customer service, employee and management development;
- investigate allegations of unlawful discrimination and sexual harassment of employees and clients of the Department of Social Services;
- assist/coordinate workplace accommodations to employees pursuant to the Americans with Disabilities Act and departmental policies;
- provide technical assistance regarding civil rights, employment law and human resource issues to department and division personnel;
- act as liaison for civil rights issues between department personnel and other governmental agencies such as Equal Employment Opportunity Commission (EEOC), Missouri Commission on Human Rights (MCHR) and Health and Human Services (HHS);

- conduct contract compliance audits on Department vendors to ensure compliance with state and federal civil rights laws;
- provide technical assistance on civil rights issues to DSS vendors and service recipients;
- develop and provide technical assistance in the implementation of a department Affirmative Action Plan and Program;
- improve management/employee relations through fair and timely conflict resolution procedures including grievance mediation and management reviews;
- maintain and continue to enhance the Department's learning management system -- Employee Learning Center;
- maintain grievance, discipline, retention and employment analysis system to assist managers in identification of problem areas and staff needs;
- coordinate/assist in labor/management relations;
- coordinate departmental employee award and recognition programs;
- coordinate recruitment activities;
- develop and maintain an employment information website for DSS employees and the public;
- oversee and process personnel actions for the MOHealthnet Division and the support divisions;
- maintain official personnel records in a confidential and secure manner.

2. What is the authorization for this program, i.e., federal or state statute, etc.? (Include the federal program number, if applicable.)

State statute: RSMo. 660.010

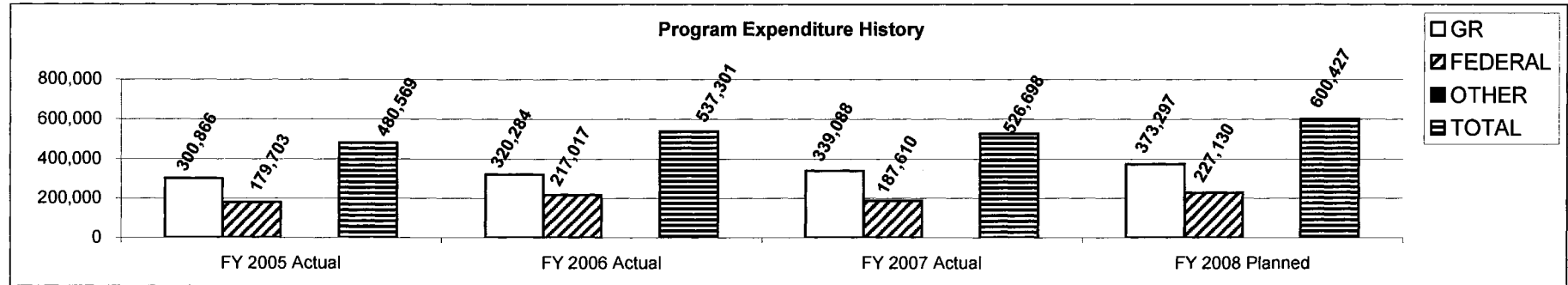
3. Are there federal matching requirements? If yes, please explain.

There is no matching requirement. However, expenditures are pooled with other administrative expenditures to earn a federal indirect rate.

4. Is this a federally mandated program? If yes, please explain.

N/A

5. Provide actual expenditures for the prior three fiscal years and planned expenditures for the current fiscal year.



6. What are the sources of the "Other " funds?

N/A

7a. Provide an effectiveness measure.

| SFY | Number of Times the Employment Information Website is Accessed | | Number of Employees Receiving Employment-Related Training | | Percent of new employees attending orientation, sexual harassment and diversity sessions | | Percent of Administrative Policies Reviewed/ Revised | |
|------|--|-----------|---|-----------|--|-----------|--|-----------|
| | Actual | Projected | Actual | Projected | Actual | Projected | Actual | Projected |
| 2005 | 1,637,679* | 992,880 | 9,957 | 4,000 | 93% | 85% | 29% | 25% |
| 2006 | 1,736,498 | 1,700,000 | 7,720 | 8,000 | 84% | 90% | 29% | 25% |
| 2007 | 1,767,496 | 1,700,000 | 9,905 | 8,000 | 98% | 90% | 30% | 25% |
| 2008 | | 1,700,000 | | 8,000 | | 90% | | 25% |
| 2009 | | 1,700,000 | | 8,000 | | 90% | | 25% |
| 2010 | | 1,700,000 | | 8,000 | | 90% | | 25% |

*Numbers have increased to include both internet and intranet websites.

7b. Provide an efficiency measure.

| SFY | Number of employee grievances processed | | Workers Compensation Reports Processed | |
|------|---|-----------|--|-----------|
| | Actual | Projected | Actual | Projected |
| 2005 | 219 | 185 | 357 | 300 |
| 2006 | 201 | 185 | 330 | 300 |
| 2007 | 205 | 185 | 246 | 300 |
| 2008 | | 185 | | 300 |
| 2009 | | 185 | | 300 |
| 2010 | | 185 | | 300 |

7c. Provide the number of clients/individuals served, if applicable.

| SFY | Number of salaried DSS Employees | |
|------|----------------------------------|-----------|
| | Actual | Projected |
| 2005 | 8,764 | 9,000 |
| 2006 | 8,858 | 8,500 |
| 2007 | 8,520 | 8,500 |
| 2008 | | 8,500 |
| 2009 | | 8,500 |
| 2010 | | 8,500 |

7d. Provide a customer satisfaction measure, if available.

FY09 Department of Social Services Report #9

DECISION ITEM SUMMARY

| Budget Unit | | | | | | | | | |
|--------------------------------|-----------|---------|-----------|---------|-----------|----------|-----------|---------|--|
| Decision Item | FY 2007 | FY 2007 | FY 2008 | FY 2008 | FY 2009 | FY 2009 | FY 2009 | FY 2009 | |
| Budget Object Summary | ACTUAL | ACTUAL | BUDGET | BUDGET | DEPT REQ | DEPT REQ | GOV REC | GOV REC | |
| Fund | DOLLAR | FTE | DOLLAR | FTE | DOLLAR | FTE | DOLLAR | FTE | |
| STAFF TRAINING | | | | | | | | | |
| CORE | | | | | | | | | |
| EXPENSE & EQUIPMENT | | | | | | | | | |
| GENERAL REVENUE | 172,781 | 0.00 | 178,125 | 0.00 | 178,125 | 0.00 | 178,125 | 0.00 | |
| DEPT OF SOC SERV FEDERAL & OTH | 111,537 | 0.00 | 131,840 | 0.00 | 131,840 | 0.00 | 131,840 | 0.00 | |
| TOTAL - EE | 284,318 | 0.00 | 309,965 | 0.00 | 309,965 | 0.00 | 309,965 | 0.00 | |
| TOTAL | 284,318 | 0.00 | 309,965 | 0.00 | 309,965 | 0.00 | 309,965 | 0.00 | |
| GRAND TOTAL | \$284,318 | 0.00 | \$309,965 | 0.00 | \$309,965 | 0.00 | \$309,965 | 0.00 | |

CORE DECISION ITEM

Department: Social Services
Division: Office of Director
Appropriation: Field and Line Staff Training

Budget Unit: 90042C

1. CORE FINANCIAL SUMMARY

| | FY 2009 Budget Request | | | |
|-------|------------------------|---------|-------|---------|
| | GR | Federal | Other | Total |
| PS | | | | |
| EE | 178,125 | 131,840 | | 309,965 |
| PSD | | | | |
| TRF | | | | |
| Total | 178,125 | 131,840 | | 309,965 |

FTE 0.00

| | | | | |
|--------------------|---|---|---|---|
| Est. Fringe | 0 | 0 | 0 | 0 |
|--------------------|---|---|---|---|

Note: Fringes budgeted in House Bill 5 except for certain fringes budgeted directly to MoDOT, Highway Patrol, and Conservation.

Other Funds:

| | FY 2009 Governor's Recommendation | | | |
|-------|-----------------------------------|---------|-------|---------|
| | GR | Federal | Other | Total |
| PS | | | | |
| EE | 178,125 | 131,840 | | 309,965 |
| PSD | | | | |
| TRF | | | | |
| Total | 178,125 | 131,840 | | 309,965 |

FTE 0.00

| | | | | |
|--------------------|---|---|---|---|
| Est. Fringe | 0 | 0 | 0 | 0 |
|--------------------|---|---|---|---|

Note: Fringes budgeted in House Bill 5 except for certain fringes budgeted directly to MoDOT, Highway Patrol, and Conservation.

Other Funds:

2. CORE DESCRIPTION

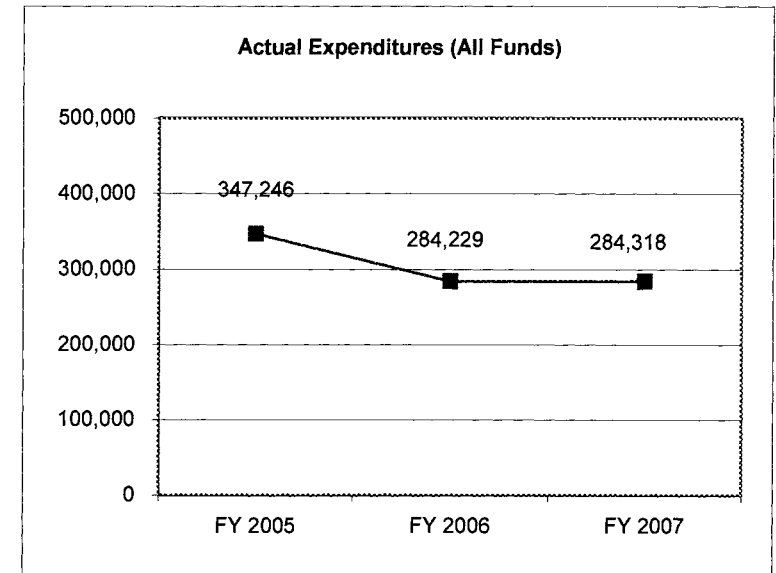
Core funding to provide training to Department of Social Services (DSS) field and line staff.

3. PROGRAM LISTING (list programs included in this core funding)

Field and Line Staff Training

4. FINANCIAL HISTORY

| | FY 2005 Actual | FY 2006 Actual | FY 2007 Actual | FY 2008 Current Yr. |
|---------------------------------|-------------------|-------------------|-------------------|------------------------|
| Appropriation (All Funds) | 369,340 | 309,965 | 309,965 | 309,965 |
| Less Reverted (All Funds) | (17,125) | (5,344) | (5,344) | N/A |
| Budget Authority (All Funds) | 352,215 | 304,621 | 304,621 | N/A |
| Actual Expenditures (All Funds) | 347,246 | 284,229 | 284,318 | N/A |
| Unexpended (All Funds) | 4,969 | 20,392 | 20,303 | N/A |
| Unexpended, by Fund: | | | | |
| General Revenue | 2,338 | (1) | | N/A |
| Federal | 2,631 | 20,393 | 20,303 | N/A |
| Other | | | | N/A |



Reverted includes Governor's standard 3 percent reserve (when applicable) and any extraordinary withholdings.

NOTES:

FY2006 - \$20,357 federal funds reserve for authority in excess of cash.

FY2007 - \$19,482 federal funds reserve for authority in excess of cash.

CORE RECONCILIATION DETAIL

DEPARTMENT OF SOCIAL SERVICES**STAFF TRAINING**

5. CORE RECONCILIATION DETAIL

| | Budget Class | FTE | GR | Federal | Other | Total | Explanation |
|------------------------------------|-------------------------|-------------|----------------|----------------|--------------|----------------|--------------------|
| TAFP AFTER VETOES | EE | 0.00 | 178,125 | 131,840 | 0 | 309,965 | |
| | Total | 0.00 | 178,125 | 131,840 | 0 | 309,965 | |
| DEPARTMENT CORE REQUEST | EE | 0.00 | 178,125 | 131,840 | 0 | 309,965 | |
| | Total | 0.00 | 178,125 | 131,840 | 0 | 309,965 | |
| GOVERNOR'S RECOMMENDED CORE | EE | 0.00 | 178,125 | 131,840 | 0 | 309,965 | |
| | Total | 0.00 | 178,125 | 131,840 | 0 | 309,965 | |

FY09 Department of Social Services Report #10

DECISION ITEM DETAIL

| Budget Unit | FY 2007 | FY 2007 | FY 2008 | FY 2008 | FY 2009 | FY 2009 | FY 2009 | FY 2009 |
|----------------------------|------------------|-------------|------------------|-------------|------------------|-------------|------------------|-------------|
| Decision Item | ACTUAL | ACTUAL | BUDGET | BUDGET | DEPT REQ | DEPT REQ | GOV REC | GOV REC |
| Budget Object Class | DOLLAR | FTE | DOLLAR | FTE | DOLLAR | FTE | DOLLAR | FTE |
| STAFF TRAINING | | | | | | | | |
| CORE | | | | | | | | |
| TRAVEL, IN-STATE | 85,091 | 0.00 | 83,846 | 0.00 | 83,846 | 0.00 | 83,846 | 0.00 |
| TRAVEL, OUT-OF-STATE | 48 | 0.00 | 1,000 | 0.00 | 1,000 | 0.00 | 1,000 | 0.00 |
| SUPPLIES | 9,472 | 0.00 | 15,000 | 0.00 | 15,000 | 0.00 | 15,000 | 0.00 |
| PROFESSIONAL DEVELOPMENT | 10,094 | 0.00 | 23,801 | 0.00 | 23,801 | 0.00 | 23,801 | 0.00 |
| PROFESSIONAL SERVICES | 163,667 | 0.00 | 165,525 | 0.00 | 165,525 | 0.00 | 165,525 | 0.00 |
| M&R SERVICES | 5,429 | 0.00 | 8,660 | 0.00 | 8,660 | 0.00 | 8,660 | 0.00 |
| OFFICE EQUIPMENT | 0 | 0.00 | 1,500 | 0.00 | 1,500 | 0.00 | 1,500 | 0.00 |
| OTHER EQUIPMENT | 0 | 0.00 | 1,000 | 0.00 | 1,000 | 0.00 | 1,000 | 0.00 |
| EQUIPMENT RENTALS & LEASES | 272 | 0.00 | 0 | 0.00 | 0 | 0.00 | 0 | 0.00 |
| MISCELLANEOUS EXPENSES | 10,245 | 0.00 | 9,633 | 0.00 | 9,633 | 0.00 | 9,633 | 0.00 |
| TOTAL - EE | 284,318 | 0.00 | 309,965 | 0.00 | 309,965 | 0.00 | 309,965 | 0.00 |
| GRAND TOTAL | \$284,318 | 0.00 | \$309,965 | 0.00 | \$309,965 | 0.00 | \$309,965 | 0.00 |
| GENERAL REVENUE | \$172,781 | 0.00 | \$178,125 | 0.00 | \$178,125 | 0.00 | \$178,125 | 0.00 |
| FEDERAL FUNDS | \$111,537 | 0.00 | \$131,840 | 0.00 | \$131,840 | 0.00 | \$131,840 | 0.00 |
| OTHER FUNDS | \$0 | 0.00 | \$0 | 0.00 | \$0 | 0.00 | \$0 | 0.00 |

PROGRAM DESCRIPTION

Department: Social Services

Program Name: Field and Line Staff Training

Program is found in the following core budget(s): Field and Line Staff Training

1. What does this program do?

PROGRAM SYNOPSIS: Provides staff training to the Department of Social Services field and line staff.

The Department of Social Services (DSS) has identified the need to assist employees in reaching their full potential through training opportunities structured to integrate common and important themes and values outlined in the vision and mission of the Department. In response to this need, the Human Resource Center (HRC) has developed a comprehensive training plan that incorporates curriculums designed to meet the unique goals of the Department.

Training courses offered to supervisors and front line staff include, but are not limited to: The Art of Negotiation; Balancing Work and Home; Basic Supervisory Training; Career Development; Civil Rights and Diversity in the Workplace; Effective Discipline; Effective Meetings; Emotional Intelligence; Employee Motivation; Flexible Thinking; Interviewing Skills; Labor Relations for Supervisors; Managing Change for Supervisors; Managing Multiple Priorities; New Employee Orientation; Providing Excellent Service; Team Work; Turning Conflict into Collaboration; Workplace Incivility; and Written Communication.

All courses offered allow the participants to learn skills to perform their jobs in the most effective and efficient manner. The Department of Social Services supports career development for its employees and stresses the need to continue to make available the training necessary for front line staff and supervisors to excel in their careers. Additionally, the Department is utilizing these training efforts to meet the requirements of the Management Training Rule.

Funding from this program provides the opportunity to implement the training efforts described in the above paragraphs.

2. What is the authorization for this program, i.e., federal or state statute, etc.? (Include the federal program number, if applicable.)

State statute: RSMo. 660.010

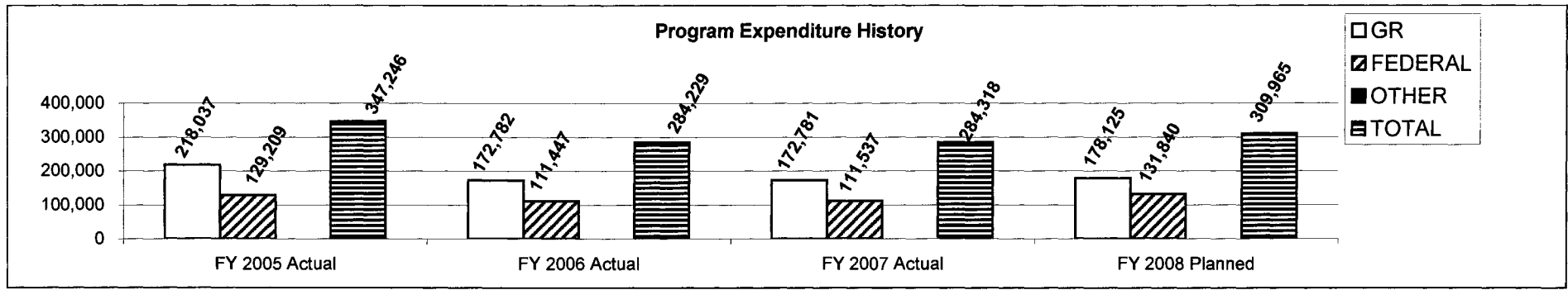
3. Are there federal matching requirements? If yes, please explain.

No. Program expenditures do not have a federal matching requirement; however, expenditures are pooled with other departmental administrative expenditures to earn a federal indirect rate.

4. Is this a federally mandated program? If yes, please explain.

No.

5. Provide actual expenditures for the prior three fiscal years and planned expenditures for the current fiscal year.



6. What are the sources of the "Other " funds?

N/A

7a. Provide an effectiveness measure.

| SFY | Number of Employees Receiving Employment- Related Training | | Percent of new employees attending orientation, sexual harassment and diversity sessions | |
|------|--|-----------|---|-----------|
| | Actual | Projected | Actual | Projected |
| 2005 | 9,957* | 4,000 | 93% | 85% |
| 2006 | 7,720 | 8,000 | 84% | 90% |
| 2007 | 9,905 | 8,000 | 98% | 90% |
| 2008 | | 8,000 | | 90% |
| 2009 | | 8,000 | | 90% |
| 2010 | | 8,000 | | 90% |

*Increase resulting from the training program now fully implemented; number of participants includes multiple sessions attended by one person.

7b. Provide an efficiency measure.

| SFY | Percent of Supervisors in Compliance with the Management Training Rule (16 hours) | |
|------|--|-----------|
| | Actual | Projected |
| 2005 | 78% | 60% |
| 2006 | 78% | 70% |
| 2007 | 92% | 80% |
| 2008 | | 85% |
| 2009 | | 85% |
| 2010 | | 85% |

| SFY | Percent of Supervisors in Compliance with the Management Training Rule (40 hours) | |
|------|--|-----------|
| | Actual | Projected |
| 2005 | 93% | 60% |
| 2006 | 98% | 70% |
| 2007 | 93% | 80% |
| 2008 | | 85% |
| 2009 | | 85% |
| 2010 | | 85% |

7c. Provide the number of clients/individuals served, if applicable.

| SFY | Number of salaried DSS Employees | |
|------|-------------------------------------|-----------|
| | Actual | Projected |
| 2005 | 8,764 | 9,000 |
| 2006 | 8,858 | 8,500 |
| 2007 | 8,520 | 8,500 |
| 2008 | | 8,500 |
| 2009 | | 8,500 |
| 2010 | | 8,500 |

7d. Provide a customer satisfaction measure, if available.

FY09 Department of Social Services Report #9

DECISION ITEM SUMMARY

| Budget Unit | | | | | | | | |
|---|------------|-------------|------------|-------------|------------|-------------|--------------------|---------------|
| Decision Item | FY 2007 | FY 2007 | FY 2008 | FY 2008 | FY 2009 | FY 2009 | FY 2009 | FY 2009 |
| Budget Object Summary | ACTUAL | ACTUAL | BUDGET | BUDGET | DEPT REQ | DEPT REQ | GOV REC | GOV REC |
| Fund | DOLLAR | FTE | DOLLAR | FTE | DOLLAR | FTE | DOLLAR | FTE |
| FINANCE & ADMINISTRATIVE SRVS | | | | | | | | |
| CORE | | | | | | | | |
| PERSONAL SERVICES | | | | | | | | |
| GENERAL REVENUE | 0 | 0.00 | 0 | 0.00 | 0 | 0.00 | 2,520,486 | 75.37 |
| DEPT OF SOC SERV FEDERAL & OTH | 0 | 0.00 | 0 | 0.00 | 0 | 0.00 | 1,068,508 | 27.58 |
| CHILD SUPPORT ENFORCEMT COLLTN | 0 | 0.00 | 0 | 0.00 | 0 | 0.00 | 48,677 | 1.20 |
| DOSS ADMINISTRATIVE TRUST | 0 | 0.00 | 0 | 0.00 | 0 | 0.00 | 3,851 | 0.10 |
| TOTAL - PS | 0 | 0.00 | 0 | 0.00 | 0 | 0.00 | 3,641,522 | 104.25 |
| EXPENSE & EQUIPMENT | | | | | | | | |
| GENERAL REVENUE | 0 | 0.00 | 0 | 0.00 | 0 | 0.00 | 212,193 | 0.00 |
| DEPT OF SOC SERV FEDERAL & OTH | 0 | 0.00 | 0 | 0.00 | 0 | 0.00 | 184,969 | 0.00 |
| DOSS ADMINISTRATIVE TRUST | 0 | 0.00 | 0 | 0.00 | 0 | 0.00 | 5,448,069 | 0.00 |
| TOTAL - EE | 0 | 0.00 | 0 | 0.00 | 0 | 0.00 | 5,845,231 | 0.00 |
| TOTAL | 0 | 0.00 | 0 | 0.00 | 0 | 0.00 | 9,486,753 | 104.25 |
| GENERAL STRUCTURE ADJUSTMENT - 0000012 | | | | | | | | |
| PERSONAL SERVICES | | | | | | | | |
| GENERAL REVENUE | 0 | 0.00 | 0 | 0.00 | 0 | 0.00 | 105,521 | 0.00 |
| DEPT OF SOC SERV FEDERAL & OTH | 0 | 0.00 | 0 | 0.00 | 0 | 0.00 | 51 | 0.00 |
| CHILD SUPPORT ENFORCEMT COLLTN | 0 | 0.00 | 0 | 0.00 | 0 | 0.00 | 1,459 | 0.00 |
| DOSS ADMINISTRATIVE TRUST | 0 | 0.00 | 0 | 0.00 | 0 | 0.00 | 115 | 0.00 |
| TOTAL - PS | 0 | 0.00 | 0 | 0.00 | 0 | 0.00 | 107,146 | 0.00 |
| TOTAL | 0 | 0.00 | 0 | 0.00 | 0 | 0.00 | 107,146 | 0.00 |
| GRAND TOTAL | \$0 | 0.00 | \$0 | 0.00 | \$0 | 0.00 | \$9,593,899 | 104.25 |

CORE DECISION ITEM

Department: Social Services
 Division: Finance and Administrative Services
 Appropriation: Division of Finance and Administrative Services

Budget Unit: 88815C

1. CORE FINANCIAL SUMMARY

| FY 2009 Budget Request | | | | |
|------------------------|----|---------|-------|-------|
| | GR | Federal | Other | Total |
| PS | | | | |
| EE | | | | |
| PSD | | | | |
| TRF | | | | |
| Total | | | | |

FTE 0.00

| | | | | |
|--------------------|---|---|---|---|
| Est. Fringe | 0 | 0 | 0 | 0 |
|--------------------|---|---|---|---|

Note: Fringes budgeted in House Bill 5 except for certain fringes budgeted directly to MoDOT, Highway Patrol, and Conservation.

Other Funds:

| FY 2009 Governor's Recommendation | | | | |
|-----------------------------------|-----------|-----------|-----------|-----------|
| | GR | Federal | Other | Total |
| PS | 2,520,486 | 1,068,508 | 52,528 | 3,641,522 |
| EE | 212,193 | 184,969 | 5,448,069 | 5,845,231 |
| PSD | | | | |
| TRF | | | | |
| Total | 2,732,679 | 1,253,477 | 5,500,597 | 9,486,753 |

FTE 75.37 27.58 1.30 104.25

| | | | | |
|--------------------|-----------|---------|--------|-----------|
| Est. Fringe | 1,254,194 | 531,690 | 26,138 | 1,812,021 |
|--------------------|-----------|---------|--------|-----------|

Note: Fringes budgeted in House Bill 5 except for certain fringes budgeted directly to MoDOT, Highway Patrol, and Conservation.

Other Funds: Child Support Enforcement Collections (0169)
 Administrative Trust Fund (0545)

2. CORE DESCRIPTION

Core funding for the Division of Finance and Administrative Services (DFAS) responsible for providing centralized financial and administrative support to all Department of Social Services divisions. In addition, staff responsible for the department's research and data management functions are included in the DFAS core budget.

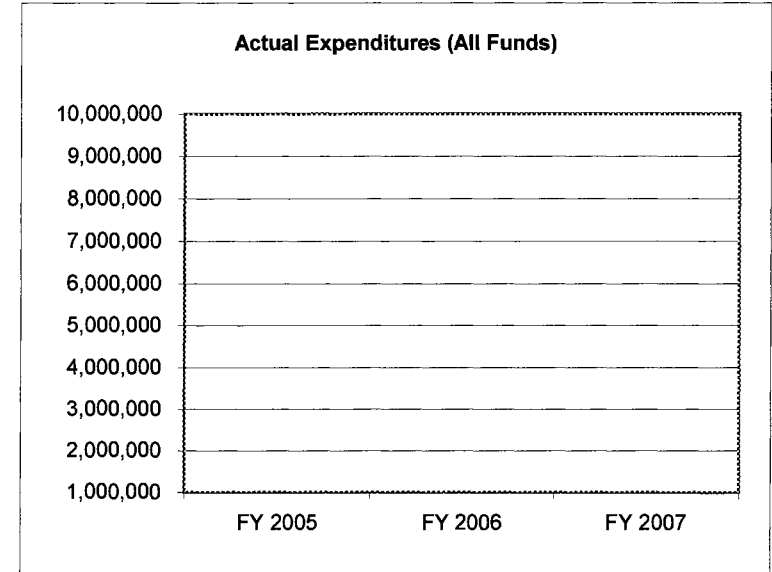
DFAS merges the Division of Budget and Finance (DBF) and Division of General Services (DGS) functions.

3. PROGRAM LISTING (list programs included in this core funding)

Division of Finance and Administrative Services

4. FINANCIAL HISTORY

| | FY 2005 Actual | FY 2006 Actual | FY 2007 Actual | FY 2008 Current Yr. |
|---------------------------------|-------------------|-------------------|-------------------|------------------------|
| Appropriation (All Funds) | | | | |
| Less Reverted (All Funds) | | | | N/A |
| Budget Authority (All Funds) | 0 | 0 | 0 | N/A |
| Actual Expenditures (All Funds) | | | | N/A |
| Unexpended (All Funds) | 0 | 0 | 0 | N/A |
| Unexpended, by Fund: | | | | |
| General Revenue | | | | N/A |
| Federal | | | | N/A |
| Other | | | | N/A |



Reverted includes Governor's standard 3 percent reserve (when applicable) and any extraordinary withholdings.

NOTES:

New budget section in FY 2009.

CORE RECONCILIATION DETAIL

DEPARTMENT OF SOCIAL SERVICES
FINANCE & ADMINISTRATIVE SRVS

5. CORE RECONCILIATION DETAIL

| | | | Budget Class | FTE | GR | Federal | Other | Total | Explanation |
|---|------|------|-----------------|---------------|------------------|------------------|------------------|------------------|-------------|
| GOVERNOR'S ADDITIONAL CORE ADJUSTMENTS | | | | | | | | | |
| Core Reduction | 2560 | 3117 | PS | (0.57) | 0 | (42,661) | 0 | (42,661) | |
| Core Reduction | 2560 | 3050 | PS | (1.32) | (102,664) | 0 | 0 | (102,664) | |
| Core Reduction | 2560 | 3113 | PS | (0.11) | 0 | 0 | (13,611) | (13,611) | |
| Core Reallocation | 2498 | 3050 | PS | 27.19 | 789,343 | 0 | 0 | 789,343 | |
| Core Reallocation | 2498 | 3117 | PS | 6.61 | 0 | 195,237 | 0 | 195,237 | |
| Core Reallocation | 2498 | 3113 | PS | 1.31 | 0 | 0 | 62,288 | 62,288 | |
| Core Reallocation | 2498 | 3119 | EE | 0.00 | 0 | 0 | 5,447,752 | 5,447,752 | |
| Core Reallocation | 2498 | 3118 | EE | 0.00 | 0 | 50,583 | 0 | 50,583 | |
| Core Reallocation | 2498 | 3058 | EE | 0.00 | 27,687 | 0 | 0 | 27,687 | |
| Core Reallocation | 2503 | 3050 | PS | 49.50 | 1,833,807 | 0 | 0 | 1,833,807 | |
| Core Reallocation | 2503 | 3117 | PS | 21.54 | 0 | 915,932 | 0 | 915,932 | |
| Core Reallocation | 2503 | 3115 | PS | 0.10 | 0 | 0 | 3,851 | 3,851 | |
| Core Reallocation | 2503 | 3118 | EE | 0.00 | 0 | 134,386 | 0 | 134,386 | |
| Core Reallocation | 2503 | 3116 | EE | 0.00 | 0 | 0 | 317 | 317 | |
| Core Reallocation | 2503 | 3058 | EE | 0.00 | 184,506 | 0 | 0 | 184,506 | |
| NET GOVERNOR CHANGES | | | | 104.25 | 2,732,679 | 1,253,477 | 5,500,597 | 9,486,753 | |
| GOVERNOR'S RECOMMENDED CORE | | | | | | | | | |
| | | | PS | 104.25 | 2,520,486 | 1,068,508 | 52,528 | 3,641,522 | |
| | | | EE | 0.00 | 212,193 | 184,969 | 5,448,069 | 5,845,231 | |
| | | | Total | 104.25 | 2,732,679 | 1,253,477 | 5,500,597 | 9,486,753 | |

FLEXIBILITY REQUEST FORM

| | |
|--|--|
| BUDGET UNIT NUMBER: | DEPARTMENT: Social Services |
| BUDGET UNIT NAME: Division of Finance and Administrative Services | DIVISION: Finance and Administrative Services |

1. Provide the amount by fund of personal service flexibility and the amount by fund of expense and equipment flexibility you are requesting in dollar and percentage terms and explain why the flexibility is needed. If flexibility is being requested among divisions, provide the amount by fund of flexibility you are requesting in dollar and percentage terms and explain why the flexibility is needed.

| |
|---------------------------|
| DEPARTMENT REQUEST |
|---------------------------|

| Section | PS or E&E | Core | % Flex Requested | Flex Requested Amount |
|----------------------|-----------|-------------|------------------|-----------------------|
| | PS | \$3,592,845 | 20% | \$718,569 |
| | E&E | \$397,162 | 20% | \$79,432 |
| <i>Total Request</i> | | \$3,990,007 | | \$798,001 |

2. Estimate how much flexibility will be used for the budget year. How much flexibility was used in the Prior Year Budget and the Current Year Budget? Please specify the amount.

| PRIOR YEAR ACTUAL AMOUNT OF FLEXIBILITY USED | CURRENT YEAR ESTIMATED AMOUNT OF FLEXIBILITY THAT WILL BE USED | BUDGET REQUEST ESTIMATED AMOUNT OF FLEXIBILITY THAT WILL BE USED |
|---|--|--|
|---|--|--|

\$0

\$0

20% flexibility is being requested in all funds.

3. Please explain how flexibility was used in the prior and/or current years.

| | |
|--|---|
| PRIOR YEAR EXPLAIN ACTUAL USE | CURRENT YEAR EXPLAIN PLANNED USE |
|--|---|

FY09 Department of Social Services Report #10

DECISION ITEM DETAIL

| Budget Unit | FY 2007 | FY 2007 | FY 2008 | FY 2008 | FY 2009 | FY 2009 | FY 2009 | FY 2009 |
|--|---------|---------|---------|---------|----------|----------|---------|---------|
| Decision Item | ACTUAL | ACTUAL | BUDGET | BUDGET | DEPT REQ | DEPT REQ | GOV REC | GOV REC |
| Budget Object Class | DOLLAR | FTE | DOLLAR | FTE | DOLLAR | FTE | DOLLAR | FTE |
| FINANCE & ADMINISTRATIVE SRVS | | | | | | | | |
| CORE | | | | | | | | |
| OFFICE SUPPORT ASST (CLERICAL) | 0 | 0.00 | 0 | 0.00 | 0 | 0.00 | 196,663 | 10.22 |
| SR OFC SUPPORT ASST (CLERICAL) | 0 | 0.00 | 0 | 0.00 | 0 | 0.00 | 34,577 | 1.33 |
| ADMIN OFFICE SUPPORT ASSISTANT | 0 | 0.00 | 0 | 0.00 | 0 | 0.00 | 60,527 | 2.00 |
| OFFICE SUPPORT ASST (KEYBRD) | 0 | 0.00 | 0 | 0.00 | 0 | 0.00 | 46,392 | 2.39 |
| SR OFC SUPPORT ASST (KEYBRD) | 0 | 0.00 | 0 | 0.00 | 0 | 0.00 | 76,566 | 2.75 |
| STORES CLERK | 0 | 0.00 | 0 | 0.00 | 0 | 0.00 | 46,172 | 2.00 |
| STOREKEEPER I | 0 | 0.00 | 0 | 0.00 | 0 | 0.00 | 26,340 | 1.00 |
| PROCUREMENT OFCR I | 0 | 0.00 | 0 | 0.00 | 0 | 0.00 | 109,272 | 3.00 |
| PROCUREMENT OFCR II | 0 | 0.00 | 0 | 0.00 | 0 | 0.00 | 46,680 | 1.00 |
| OFFICE SERVICES COOR I | 0 | 0.00 | 0 | 0.00 | 0 | 0.00 | 43,756 | 1.00 |
| ACCOUNT CLERK II | 0 | 0.00 | 0 | 0.00 | 0 | 0.00 | 379,224 | 14.75 |
| AUDITOR II | 0 | 0.00 | 0 | 0.00 | 0 | 0.00 | 72,408 | 2.00 |
| ACCOUNTANT I | 0 | 0.00 | 0 | 0.00 | 0 | 0.00 | 236,107 | 8.00 |
| ACCOUNTANT II | 0 | 0.00 | 0 | 0.00 | 0 | 0.00 | 202,248 | 6.00 |
| BUDGET ANAL III | 0 | 0.00 | 0 | 0.00 | 0 | 0.00 | 46,680 | 1.00 |
| RESEARCH ANAL II | 0 | 0.00 | 0 | 0.00 | 0 | 0.00 | 66,672 | 2.00 |
| RESEARCH ANAL III | 0 | 0.00 | 0 | 0.00 | 0 | 0.00 | 312,474 | 7.46 |
| RESEARCH ANAL IV | 0 | 0.00 | 0 | 0.00 | 0 | 0.00 | 103,488 | 2.00 |
| EXECUTIVE I | 0 | 0.00 | 0 | 0.00 | 0 | 0.00 | 96,969 | 3.00 |
| EXECUTIVE II | 0 | 0.00 | 0 | 0.00 | 0 | 0.00 | 114,336 | 3.00 |
| TELECOMMUN ANAL IV | 0 | 0.00 | 0 | 0.00 | 0 | 0.00 | 50,672 | 1.00 |
| LABORER I | 0 | 0.00 | 0 | 0.00 | 0 | 0.00 | 19,550 | 1.00 |
| MOTOR VEHICLE DRIVER | 0 | 0.00 | 0 | 0.00 | 0 | 0.00 | 121,340 | 6.50 |
| FISCAL & ADMINISTRATIVE MGR B1 | 0 | 0.00 | 0 | 0.00 | 0 | 0.00 | 95,312 | 2.00 |
| FISCAL & ADMINISTRATIVE MGR B2 | 0 | 0.00 | 0 | 0.00 | 0 | 0.00 | 168,334 | 3.00 |
| RESEARCH MANAGER B2 | 0 | 0.00 | 0 | 0.00 | 0 | 0.00 | 123,947 | 2.00 |
| DIVISION DIRECTOR | 0 | 0.00 | 0 | 0.00 | 0 | 0.00 | 89,123 | 1.00 |
| DESIGNATED PRINCIPAL ASST DIV | 0 | 0.00 | 0 | 0.00 | 0 | 0.00 | 187,685 | 2.85 |
| SPECIAL ASST OFFICIAL & ADMSTR | 0 | 0.00 | 0 | 0.00 | 0 | 0.00 | 108,188 | 2.00 |
| SPECIAL ASST PROFESSIONAL | 0 | 0.00 | 0 | 0.00 | 0 | 0.00 | 159,504 | 2.00 |
| SPECIAL ASST TECHNICIAN | 0 | 0.00 | 0 | 0.00 | 0 | 0.00 | 81,384 | 2.00 |

FY09 Department of Social Services Report #10

DECISION ITEM DETAIL

| Budget Unit | FY 2007 | FY 2007 | FY 2008 | FY 2008 | FY 2009 | FY 2009 | FY 2009 | FY 2009 |
|--|---------|---------|---------|---------|----------|----------|-------------|---------|
| Decision Item | ACTUAL | ACTUAL | BUDGET | BUDGET | DEPT REQ | DEPT REQ | GOV REC | GOV REC |
| Budget Object Class | DOLLAR | FTE | DOLLAR | FTE | DOLLAR | FTE | DOLLAR | FTE |
| FINANCE & ADMINISTRATIVE SRVS | | | | | | | | |
| CORE | | | | | | | | |
| SPECIAL ASST OFFICE & CLERICAL | 0 | 0.00 | 0 | 0.00 | 0 | 0.00 | 118,932 | 3.00 |
| TOTAL - PS | 0 | 0.00 | 0 | 0.00 | 0 | 0.00 | 3,641,522 | 104.25 |
| TRAVEL, IN-STATE | 0 | 0.00 | 0 | 0.00 | 0 | 0.00 | 11,767 | 0.00 |
| TRAVEL, OUT-OF-STATE | 0 | 0.00 | 0 | 0.00 | 0 | 0.00 | 2,600 | 0.00 |
| SUPPLIES | 0 | 0.00 | 0 | 0.00 | 0 | 0.00 | 78,621 | 0.00 |
| PROFESSIONAL DEVELOPMENT | 0 | 0.00 | 0 | 0.00 | 0 | 0.00 | 95,659 | 0.00 |
| COMMUNICATION SERV & SUPP | 0 | 0.00 | 0 | 0.00 | 0 | 0.00 | 37,965 | 0.00 |
| PROFESSIONAL SERVICES | 0 | 0.00 | 0 | 0.00 | 0 | 0.00 | 131,244 | 0.00 |
| JANITORIAL SERVICES | 0 | 0.00 | 0 | 0.00 | 0 | 0.00 | 4,883 | 0.00 |
| M&R SERVICES | 0 | 0.00 | 0 | 0.00 | 0 | 0.00 | 14,487 | 0.00 |
| MOTORIZED EQUIPMENT | 0 | 0.00 | 0 | 0.00 | 0 | 0.00 | 1,991 | 0.00 |
| OFFICE EQUIPMENT | 0 | 0.00 | 0 | 0.00 | 0 | 0.00 | 6,300 | 0.00 |
| OTHER EQUIPMENT | 0 | 0.00 | 0 | 0.00 | 0 | 0.00 | 3,623 | 0.00 |
| PROPERTY & IMPROVEMENTS | 0 | 0.00 | 0 | 0.00 | 0 | 0.00 | 1,633 | 0.00 |
| REAL PROPERTY RENTALS & LEASES | 0 | 0.00 | 0 | 0.00 | 0 | 0.00 | 500 | 0.00 |
| EQUIPMENT RENTALS & LEASES | 0 | 0.00 | 0 | 0.00 | 0 | 0.00 | 4,706 | 0.00 |
| MISCELLANEOUS EXPENSES | 0 | 0.00 | 0 | 0.00 | 0 | 0.00 | 1,500 | 0.00 |
| REBILLABLE EXPENSES | 0 | 0.00 | 0 | 0.00 | 0 | 0.00 | 5,447,752 | 0.00 |
| TOTAL - EE | 0 | 0.00 | 0 | 0.00 | 0 | 0.00 | 5,845,231 | 0.00 |
| GRAND TOTAL | \$0 | 0.00 | \$0 | 0.00 | \$0 | 0.00 | \$9,486,753 | 104.25 |
| GENERAL REVENUE | \$0 | 0.00 | \$0 | 0.00 | \$0 | 0.00 | \$2,732,679 | 75.37 |
| FEDERAL FUNDS | \$0 | 0.00 | \$0 | 0.00 | \$0 | 0.00 | \$1,253,477 | 27.58 |
| OTHER FUNDS | \$0 | 0.00 | \$0 | 0.00 | \$0 | 0.00 | \$5,500,597 | 1.30 |

PROGRAM DESCRIPTION

Department: Social Services

Program Name: Division of Finance and Administrative Services

Program is found in the following core budget(s): Division of Finance and Administrative Services

1. What does this program do?

Program Synopsis: The division provides centralized financial and administrative support to all Department of Social Services divisions.

The Division of Finance and Administrative Services provides centralized financial and administrative support to all Department of Social Services divisions. Financial related functions include audit support and contract compliance, budgeting, expenditure review and control, federal grants management and reporting, implementation of the department's fiscal policies, and responding to changes in federal and state fiscal policy. Administrative support services include emergency management, telecommunications, warehouse/inventory coordination and distribution, mail services and fleet management.

In addition, staff responsible for the department's research and data management functions are included in the DFAS. The Center for Management Information (CMI) provides direction for the Department's research and data management functions, which also includes coordination of all legislative fiscal notes.

Following is a description of core DFAS functions.

•Payment Processing Oversight: DFAS maintains final approval of payments and is charged with overall compliance with state and federal laws or regulations and adherence to sound and accepted accounting principles. In addition, DFAS is the Department's accounting, purchasing, and payroll liaison with Office of Administration and other agencies working cooperatively with DSS.

•Audit and Compliance: DFAS focuses audit resources on improving department financial systems, payment processes and procedures. In this effort, audit staff are charged with identifying weaknesses in department financial controls and opportunities to improve operational efficiencies. DFAS also serves as the point of contact with the State Auditor's office.

The contract compliance review process builds on the skills and abilities of eight DSS retirees conducting on-site provider reviews. The goal of the Contract Compliance Review process is to establish a presence and promote accountability in the provider community doing business with the DSS. Current focus is on child care providers with plans to extend compliance reviews to child welfare contracting areas in the near future. Contract Compliance Review team members conduct simple on-site reviews meant to be noninvasive to child care providers; yet, thorough enough for the reviewer to consider key contract provisions during the visit.

•Purchasing/Payroll: DFAS provides goods and services in accordance with delegation from Office of Administration and monitors compliance of purchasing agreements between DSS and contractor/vendors. The payroll function includes maintaining employee time and leave and managing all issues relating to salary payments.

•Federal Funds Management and Reporting: DFAS manages approximately 55 grants with a value of over \$5.7 billion in federal funds. The agency serves as the single state contact for federal grants that include Temporary Aid to Needy Families (TANF), Social Services Block Grant (SSBG), Medicaid Title XIX and Title XXI, IV-D and IV-E. The Division is responsible for the processes that provide for daily cash draws and deposits to federal funds that support Department of Social Services' and certain other departments' programs. As the single state contact, DFAS compiles required monthly, quarterly and annual reports associated with each grant and submits these to the federal government on behalf of DSS or another department.

grant and submits these to the federal government on behalf of DSS or another department.

•Budget: DFAS directs and helps prepare the department budget, compiling and evaluating budget proposals from DSS divisions. In addition, DFAS serves as the department's budget liaison with Office of Administration and House and Senate budget staff and supports divisions during budget hearings. The budget section is responsible for department expenditure control, assuring there is sufficient cash to support available authority, monitoring spending rates and determining that department expenditures are within the scope of house bill intent.

•Emergency Management/SEMA: DFAS leads DSS initiative to provide statewide mass care (shelter, food and water) coordination during emergencies through the assistance of partner agencies (Red Cross, Salvation Army and other volunteer agencies active in disasters). DFAS 1) helps to coordinate deployment of local DSS staff in affected areas to assist in setting up and staffing local shelters; and 2) ensures local staff assure safety of youth in DYS programs and children in Children's Division custody. In the case of an emergency, DFAS would take the lead in contacting corporate partners to provide food and water to shelter locations. DFAS participates in hot-wash exercises after an actual emergency or drill.

•Telecommunications: DFAS provides technical expertise in the design, acquisition and installation of telecommunication services and equipment for DSS offices across the state. DFAS telecommunications staff serve as the DSS liaison with OA/ITSD and telecommunication vendors, take the lead in resolving service issues and mediate vendor disputes to get service restored. DFAS also takes the lead in training DSS personnel statewide in the use and management of telecommunications systems and services.

•Warehouse/Inventory Management: Responsibilities include acquisition, storage and distribution of bulk supplies, division forms and envelopes, etc.; management and tracking of non-expendable property/fixed assets inventory; surplus property retrieval and disposition; request on-site sealed bids on vehicles and furniture; and delivery of supplies to JC offices and shipping via UPS, Lanter and CCX. In addition, this unit maintains and schedules DSS pool cars in Jefferson City.

•Mail Services: This unit provides varying degrees of mail services to DSS offices in Jefferson City, St. Louis and Kansas City. The unit manager serves as liaison between DSS and OA's centralized mail unit. The main priority of this unit is to prepare DSS's mail and packages for processing by either the centralized mail unit or an outside vendor. The unit provides courier services within Jefferson City, St. Louis and Kansas City for time-sensitive packages.

•DSS Fleet Management: Coordinates all requirements relating to DSS vehicles. This unit oversees 1) maintenance of vehicle records and information; 2) processing vehicle title/registration forms; and 3) processing state fleet (Voyager) card additions, changes, deletions, etc. DFAS also acts as the DSS liaison with the State Fleet Coordinator, state fleet card contractor and Department of Natural Resources.

Center for Management Information (CMI) core functions include:

•Data Management: Coordinates and oversees data research, data mining, data reporting and program evaluation for the department. This is accomplished through a series of periodic reports available on the department's web site. In addition, ad hoc requests from the department's large computer system are researched and compiled to help management evaluate programs. Finally, external reports and program evaluations are prepared for use by departmental management, legislature, Governor's Office and media.

•Fiscal Notes: Coordinate all fiscal note preparation for the Department. Additionally, provides a central contact point for the legislature and the Governor's Office for all fiscal note inquiries and questions.

2. What is the authorization for this program, i.e., federal or state statute, etc.? (Include the federal program number, if applicable.)

State Statute: RSMo. 660.010.

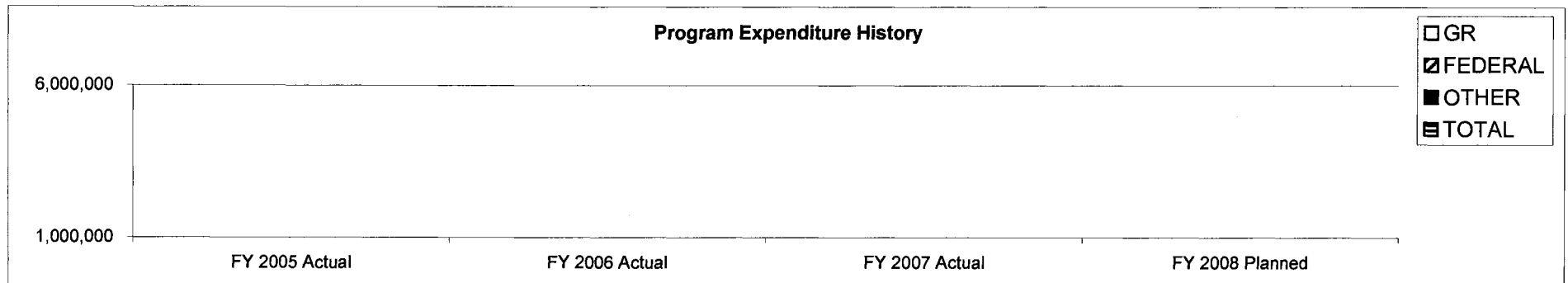
3. Are there federal matching requirements? If yes, please explain.

This program does not have a federal matching requirement; however expenditures are pooled with other departmental administrative expenditures to earn a federal indirect rate.

4. Is this a federally mandated program? If yes, please explain.

No.

5. Provide actual expenditures for the prior three fiscal years and planned expenditures for the current fiscal year.



6. What are the sources of the "Other " funds?

Child Support Collections (0169)
Administrative Trust Funds (0545)

7a. Provide an effectiveness measure.

| SFY | Average Time Between Invoice and Vendor Payment (Days) | |
|------|--|-----------|
| | Actual | Projected |
| 2005 | 30 | 28 |
| 2006 | 26 | 29 |
| 2007 | 29 | 26 |
| 2008 | | 28 |
| 2009 | | 28 |
| 2010 | | 28 |

The Division of Finance and Administrative Services provides support functions for all DSS divisions and programs. Other effectiveness measures can be found in divisional sections.

7b. Provide an efficiency measure.

| SFY | Percent of Employees Using Direct Deposit | |
|------|---|-----------|
| | Actual | Projected |
| 2005 | 94% | 93% |
| 2006 | 94% | 95% |
| 2007 | 95% | 95% |
| 2008 | | 100%* |
| 2009 | | 100% |
| 2010 | | 100% |

*Effective January 1, 2008 Direct Deposit will be mandatory.

| SFY | Average Number of Payment Documents Processed per FTE | | |
|------|---|--------|-----------|
| | # of FTE | Actual | Projected |
| 2005 | 16.5 | 10,655 | 9,878 |
| 2006 | 16.5 | 10,610 | 10,700 |
| 2007 | 16.5 | 10,314 | 10,700 |
| 2008 | 16.5 | | 10,000 |
| 2009 | 16.5 | | 10,000 |
| 2010 | 16.5 | | 10,000 |

The Division of Finance and Administrative Services provides support functions for all DSS divisions and programs. Other efficiency measures can be found in divisional sections.

7c. Provide the number of clients/individuals served, if applicable.

| SFY | Purchasing Requisitions Processed | | Travel Expenses Processed | |
|------|-----------------------------------|-----------|---------------------------|-----------|
| | Actual | Projected | Actual | Projected |
| 2005 | 8,029 | 5,588 | 34,769 | 31,000 |
| 2006 | 8,413 | 8,000 | 32,000 | 34,700 |
| 2007 | 11,161 | 8,000 | 32,389 | 33,000 |
| 2008 | | 11,000 | | 33,000 |
| 2009 | | 11,000 | | 33,000 |
| 2010 | | 11,000 | | 33,000 |

| SFY | Number of Payment Documents Processed | |
|------|---------------------------------------|-----------|
| | Actual | Projected |
| 2005 | 175,803 | 163,000 |
| 2006 | 175,070* | 175,000 |
| 2007 | 170,179 | 175,000 |
| 2008 | | 170,000** |
| 2009 | | 170,000 |
| 2010 | | 170,000 |

*FY2006 and prior included payments for ITSD.

** Projected decline due to transfer of Division of General Services functions and to the use of purchasing cards which enable many single payments to be combined into one.

Support services are provided to over 8,200 departmental employees.

7d. Provide a customer satisfaction measure, if available.

FY09 Department of Social Services Report #9

DECISION ITEM SUMMARY

| Budget Unit | | | | | | | | |
|--------------------------------|--------------------|--------------|--------------------|--------------|--------------------|--------------|------------|---------------|
| Decision Item | FY 2007 | FY 2007 | FY 2008 | FY 2008 | FY 2009 | FY 2009 | FY 2009 | FY 2009 |
| Budget Object Summary | ACTUAL | ACTUAL | BUDGET | BUDGET | DEPT REQ | DEPT REQ | GOV REC | GOV REC |
| Fund | DOLLAR | FTE | DOLLAR | FTE | DOLLAR | FTE | DOLLAR | FTE |
| BUDGET & FINANCE | | | | | | | | |
| CORE | | | | | | | | |
| PERSONAL SERVICES | | | | | | | | |
| GENERAL REVENUE | 1,655,054 | 43.78 | 1,833,807 | 51.80 | 1,833,807 | 49.50 | 0 | (0.00) |
| DEPT OF SOC SERV FEDERAL & OTH | 697,688 | 17.13 | 915,932 | 22.52 | 915,932 | 21.54 | 0 | 0.00 |
| DOSS ADMINISTRATIVE TRUST | 132 | 0.00 | 3,851 | 0.10 | 3,851 | 0.10 | 0 | 0.00 |
| TOTAL - PS | 2,352,874 | 60.91 | 2,753,590 | 74.42 | 2,753,590 | 71.14 | 0 | (0.00) |
| EXPENSE & EQUIPMENT | | | | | | | | |
| GENERAL REVENUE | 81,949 | 0.00 | 184,506 | 0.00 | 184,506 | 0.00 | 0 | 0.00 |
| DEPT OF SOC SERV FEDERAL & OTH | 39,364 | 0.00 | 134,386 | 0.00 | 134,386 | 0.00 | 0 | 0.00 |
| DOSS ADMINISTRATIVE TRUST | 0 | 0.00 | 317 | 0.00 | 317 | 0.00 | 0 | 0.00 |
| TOTAL - EE | 121,313 | 0.00 | 319,209 | 0.00 | 319,209 | 0.00 | 0 | 0.00 |
| TOTAL | 2,474,187 | 60.91 | 3,072,799 | 74.42 | 3,072,799 | 71.14 | 0 | (0.00) |
| GRAND TOTAL | \$2,474,187 | 60.91 | \$3,072,799 | 74.42 | \$3,072,799 | 71.14 | \$0 | (0.00) |

CORE DECISION ITEM

Department: Social Services
Division: Budget and Finance
Appropriation: Division of Budget and Finance

Budget Unit: 88812C

1. CORE FINANCIAL SUMMARY

| FY 2009 Budget Request | | | | |
|------------------------|------------------|------------------|--------------|------------------|
| | GR | Federal | Other | Total |
| PS | 1,833,807 | 915,932 | 3,851 | 2,753,590 |
| EE | 184,506 | 134,386 | 317 | 319,209 |
| PSD | | | | |
| TRF | | | | |
| Total | 2,018,313 | 1,050,318 | 4,168 | 3,072,799 |
| | | | | |
| FTE | 49.50 | 21.54 | 0.10 | 71.14 |

| | | | | |
|--|---------|---------|-------|-----------|
| Est. Fringe | 912,502 | 455,768 | 1,916 | 1,370,186 |
| <i>Note: Fringes budgeted in House Bill 5 except for certain fringes budgeted directly to MoDOT, Highway Patrol, and Conservation.</i> | | | | |

Other Funds: Administrative Trust Fund (0545)

| FY 2009 Governor's Recommendation | | | | |
|-----------------------------------|----|---------|-------|-------------|
| | GR | Federal | Other | Total |
| PS | | | | |
| EE | | | | |
| PSD | | | | |
| TRF | | | | |
| Total | | | | 0 |
| | | | | |
| FTE | | | | 0.00 |

| | | | | |
|--|---|---|---|---|
| Est. Fringe | 0 | 0 | 0 | 0 |
| <i>Note: Fringes budgeted in House Bill 5 except for certain fringes budgeted directly to MoDOT, Highway Patrol, and Conservation.</i> | | | | |

Other Funds:

2. CORE DESCRIPTION

Core budget for the Division of Budget and Finance (DBF). DBF provides centralized financial support to all Department of Social Services divisions including:

- Payment Processing
- Audit
- Purchasing
- Federal Funds Management and Reporting
- Budget

This core request includes funding for management information and research and evaluation functions transferred from Information Services and Technology.

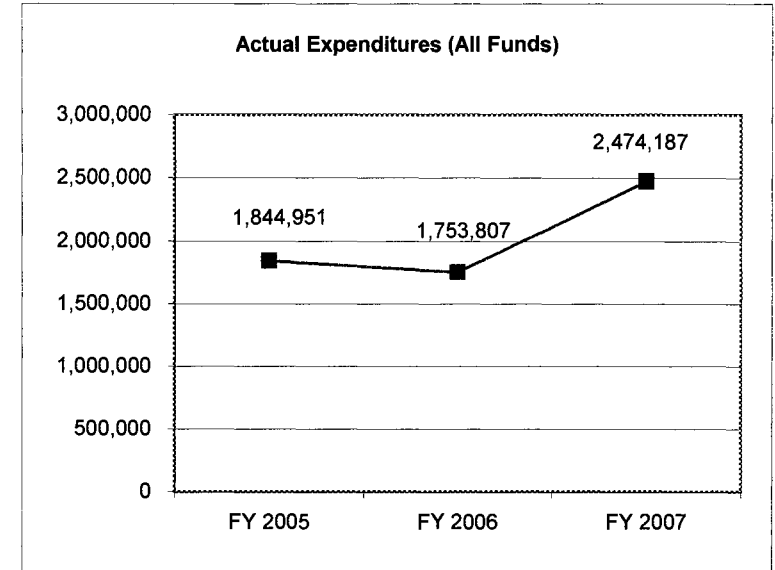
Core funding to support the Division of Budget and Finance is transferred to the newly created Division of Finance and Administrative Services (DFAS) also responsible for Division of General Services functions.

3. PROGRAM LISTING (list programs included in this core funding)

Budget and Finance

4. FINANCIAL HISTORY

| | FY 2005 Actual | FY 2006 Actual | FY 2007 Actual | FY 2008 Current Yr. |
|---------------------------------|-------------------|-------------------|-------------------|------------------------|
| Appropriation (All Funds) | 2,157,214 | 1,961,629 | 2,892,602 | 3,072,799 |
| Less Reverted (All Funds) | (78,702) | (40,991) | (55,147) | N/A |
| Budget Authority (All Funds) | 2,078,512 | 1,920,638 | 2,837,455 | N/A |
| Actual Expenditures (All Funds) | 1,844,951 | 1,753,807 | 2,474,187 | N/A |
| Unexpended (All Funds) | 233,561 | 166,831 | 363,268 | N/A |
| Unexpended, by Fund: | | | | |
| General Revenue | 15,681 | 998 | 46,079 | N/A |
| Federal | 217,880 | 165,833 | 313,266 | N/A |
| Other | | | 3,923 | N/A |



Reverted includes Governor's standard 3 percent reserve (when applicable) and any extraordinary withholdings.

NOTES:

FY2005 -- \$216,000 federal fund agency reserve for authority in excess of cash.

FY2006 -- \$164,000 federal fund agency reserve for authority in excess of cash.

FY2007 -- \$313,245 federal fund agency reserve and \$3,906 administrative trust fund reserve for authority in excess of cash.

CORE RECONCILIATION DETAIL

DEPARTMENT OF SOCIAL SERVICES BUDGET & FINANCE

5. CORE RECONCILIATION DETAIL

| | | | | Budget Class | FTE | GR | Federal | Other | Total | Explanation |
|---|------|------|--|-----------------|----------------|--------------------|--------------------|----------------|--------------------|--------------------|
| TAFP AFTER VETOES | | | | | | | | | | |
| | | | | PS | 74.42 | 1,833,807 | 915,932 | 3,851 | 2,753,590 | |
| | | | | EE | 0.00 | 184,506 | 134,386 | 317 | 319,209 | |
| | | | | Total | 74.42 | 2,018,313 | 1,050,318 | 4,168 | 3,072,799 | |
| DEPARTMENT CORE ADJUSTMENTS | | | | | | | | | | |
| Core Reduction | 899 | 3314 | | PS | (2.30) | 0 | 0 | 0 | 0 | Core cut empty FTE |
| Core Reduction | 899 | 2958 | | PS | (0.98) | 0 | 0 | 0 | 0 | Core cut empty FTE |
| NET DEPARTMENT CHANGES | | | | | (3.28) | 0 | 0 | 0 | 0 | |
| DEPARTMENT CORE REQUEST | | | | | | | | | | |
| | | | | PS | 71.14 | 1,833,807 | 915,932 | 3,851 | 2,753,590 | |
| | | | | EE | 0.00 | 184,506 | 134,386 | 317 | 319,209 | |
| | | | | Total | 71.14 | 2,018,313 | 1,050,318 | 4,168 | 3,072,799 | |
| GOVERNOR'S ADDITIONAL CORE ADJUSTMENTS | | | | | | | | | | |
| Core Reallocation | 2497 | 2958 | | PS | (21.54) | 0 | (915,932) | 0 | (915,932) | |
| Core Reallocation | 2497 | 3314 | | PS | (49.50) | (1,833,807) | 0 | 0 | (1,833,807) | |
| Core Reallocation | 2497 | 1915 | | PS | (0.10) | 0 | 0 | (3,851) | (3,851) | |
| Core Reallocation | 2497 | 3316 | | EE | 0.00 | (184,506) | 0 | 0 | (184,506) | |
| Core Reallocation | 2497 | 2959 | | EE | 0.00 | 0 | (134,386) | 0 | (134,386) | |
| Core Reallocation | 2497 | 1916 | | EE | 0.00 | 0 | 0 | (317) | (317) | |
| NET GOVERNOR CHANGES | | | | | (71.14) | (2,018,313) | (1,050,318) | (4,168) | (3,072,799) | |
| GOVERNOR'S RECOMMENDED CORE | | | | | | | | | | |
| | | | | PS | 0.00 | 0 | 0 | 0 | 0 | |

64

CORE RECONCILIATION DETAIL

DEPARTMENT OF SOCIAL SERVICES

BUDGET & FINANCE

5. CORE RECONCILIATION DETAIL

| | Budget Class | FTE | GR | Federal | Other | Total | Explanation |
|------------------------------------|-------------------------|-------------|-----------|----------------|--------------|--------------|--------------------|
| GOVERNOR'S RECOMMENDED CORE | | | | | | | |
| | EE | 0.00 | 0 | 0 | 0 | 0 | |
| | Total | 0.00 | 0 | 0 | 0 | 0 | |

FY09 Department of Social Services Report #10

DECISION ITEM DETAIL

| Budget Unit | FY 2007 | FY 2007 | FY 2008 | FY 2008 | FY 2009 | FY 2009 | FY 2009 | FY 2009 |
|--------------------------------|---------|---------|---------|---------|----------|----------|---------|---------|
| Decision Item | ACTUAL | ACTUAL | BUDGET | BUDGET | DEPT REQ | DEPT REQ | GOV REC | GOV REC |
| Budget Object Class | DOLLAR | FTE | DOLLAR | FTE | DOLLAR | FTE | DOLLAR | FTE |
| BUDGET & FINANCE | | | | | | | | |
| CORE | | | | | | | | |
| SR OFC SUPPORT ASST (CLERICAL) | 9,635 | 0.33 | 9,939 | 0.33 | 9,939 | 0.33 | 0 | 0.00 |
| OFFICE SUPPORT ASST (KEYBRD) | 43,360 | 1.94 | 48,139 | 2.00 | 46,392 | 2.00 | 0 | 0.00 |
| SR OFC SUPPORT ASST (KEYBRD) | 54,750 | 1.87 | 63,090 | 2.03 | 76,566 | 2.75 | 0 | 0.00 |
| COMPUTER INFO TECHNOLOGIST III | 1,552 | 0.04 | 0 | 0.00 | 0 | 0.00 | 0 | 0.00 |
| PROCUREMENT OFCR I | 113,804 | 3.21 | 117,039 | 3.00 | 109,272 | 3.00 | 0 | 0.00 |
| PROCUREMENT OFCR II | 46,027 | 1.02 | 46,686 | 1.00 | 46,680 | 1.00 | 0 | 0.00 |
| ACCOUNT CLERK II | 303,649 | 11.78 | 338,907 | 17.13 | 379,224 | 14.75 | 0 | 0.00 |
| AUDITOR II | 70,080 | 2.00 | 73,785 | 2.00 | 72,408 | 2.00 | 0 | 0.00 |
| ACCOUNTANT I | 143,692 | 4.94 | 213,103 | 8.00 | 236,107 | 8.00 | 0 | 0.00 |
| ACCOUNTANT II | 229,492 | 6.00 | 236,766 | 6.00 | 202,248 | 6.00 | 0 | 0.00 |
| ACCOUNTING ANAL III | 34,566 | 0.76 | 46,686 | 1.00 | 0 | 0.00 | 0 | 0.00 |
| BUDGET ANAL II | 0 | 0.00 | 34,607 | 1.00 | 0 | 0.00 | 0 | 0.00 |
| BUDGET ANAL III | 45,252 | 1.00 | 46,686 | 1.00 | 46,680 | 1.00 | 0 | 0.00 |
| RESEARCH ANAL I | 21,172 | 0.78 | 0 | 0.00 | 0 | 0.00 | 0 | 0.00 |
| RESEARCH ANAL II | 0 | 0.00 | 21,044 | 0.50 | 66,672 | 2.00 | 0 | 0.00 |
| RESEARCH ANAL III | 205,043 | 5.13 | 339,482 | 8.00 | 312,474 | 7.46 | 0 | 0.00 |
| RESEARCH ANAL IV | 45,160 | 0.94 | 0 | 0.00 | 103,488 | 2.00 | 0 | 0.00 |
| EXECUTIVE I | 28,195 | 0.97 | 31,905 | 1.00 | 29,736 | 1.00 | 0 | 0.00 |
| EXECUTIVE II | 40,004 | 1.00 | 41,275 | 1.00 | 36,864 | 1.00 | 0 | 0.00 |
| FISCAL & ADMINISTRATIVE MGR B1 | 92,639 | 2.01 | 95,304 | 2.00 | 95,312 | 2.00 | 0 | 0.00 |
| FISCAL & ADMINISTRATIVE MGR B2 | 118,466 | 2.00 | 122,218 | 2.00 | 168,334 | 3.00 | 0 | 0.00 |
| RESEARCH MANAGER B1 | 53,040 | 1.18 | 138,020 | 3.00 | 0 | 0.00 | 0 | 0.00 |
| RESEARCH MANAGER B2 | 95,129 | 1.59 | 120,150 | 2.00 | 123,947 | 2.00 | 0 | (0.00) |
| DEPUTY STATE DEPT DIRECTOR | 48,801 | 0.52 | 0 | 0.00 | 0 | 0.00 | 0 | 0.00 |
| DIVISION DIRECTOR | 72,693 | 0.84 | 89,123 | 1.00 | 89,123 | 1.00 | 0 | 0.00 |
| DESIGNATED PRINCIPAL ASST DIV | 114,073 | 1.84 | 117,567 | 1.85 | 117,872 | 1.85 | 0 | 0.00 |
| TYPIST | 9,218 | 0.46 | 0 | 0.00 | 0 | 0.00 | 0 | 0.00 |
| ACCOUNT CLERK | 1,519 | 0.07 | 12,531 | 0.50 | 0 | 0.00 | 0 | 0.00 |
| RESEARCH WORKER | 24,665 | 0.51 | 0 | 0.00 | 0 | 0.00 | 0 | 0.00 |
| SPECIAL ASST OFFICIAL & ADMSTR | 65,128 | 1.00 | 67,191 | 1.00 | 67,188 | 1.00 | 0 | 0.00 |
| SPECIAL ASST PROFESSIONAL | 70,629 | 1.15 | 132,221 | 2.08 | 159,504 | 2.00 | 0 | (0.00) |
| SPECIAL ASST TECHNICIAN | 73,049 | 1.90 | 40,890 | 1.00 | 81,384 | 2.00 | 0 | 0.00 |

FY09 Department of Social Services Report #10

DECISION ITEM DETAIL

| Budget Unit | FY 2007 | FY 2007 | FY 2008 | FY 2008 | FY 2009 | FY 2009 | FY 2009 | FY 2009 |
|--------------------------------|-------------|---------|-------------|---------|-------------|----------|---------|---------|
| Decision Item | ACTUAL | ACTUAL | BUDGET | BUDGET | DEPT REQ | DEPT REQ | GOV REC | GOV REC |
| Budget Object Class | DOLLAR | FTE | DOLLAR | FTE | DOLLAR | FTE | DOLLAR | FTE |
| BUDGET & FINANCE | | | | | | | | |
| CORE | | | | | | | | |
| SPECIAL ASST OFFICE & CLERICAL | 78,392 | 2.13 | 109,236 | 3.00 | 76,176 | 2.00 | 0 | (0.00) |
| TOTAL - PS | 2,352,874 | 60.91 | 2,753,590 | 74.42 | 2,753,590 | 71.14 | 0 | (0.00) |
| TRAVEL, IN-STATE | 3,080 | 0.00 | 5,500 | 0.00 | 5,500 | 0.00 | 0 | 0.00 |
| TRAVEL, OUT-OF-STATE | 706 | 0.00 | 5,000 | 0.00 | 2,500 | 0.00 | 0 | 0.00 |
| SUPPLIES | 65,721 | 0.00 | 61,770 | 0.00 | 67,721 | 0.00 | 0 | 0.00 |
| PROFESSIONAL DEVELOPMENT | 12,129 | 0.00 | 95,359 | 0.00 | 95,359 | 0.00 | 0 | 0.00 |
| COMMUNICATION SERV & SUPP | 22,666 | 0.00 | 24,265 | 0.00 | 24,265 | 0.00 | 0 | 0.00 |
| PROFESSIONAL SERVICES | 5,787 | 0.00 | 110,889 | 0.00 | 108,388 | 0.00 | 0 | 0.00 |
| JANITORIAL SERVICES | 40 | 0.00 | 300 | 0.00 | 50 | 0.00 | 0 | 0.00 |
| M&R SERVICES | 5,158 | 0.00 | 5,900 | 0.00 | 5,900 | 0.00 | 0 | 0.00 |
| MOTORIZED EQUIPMENT | 2,500 | 0.00 | 0 | 0.00 | 0 | 0.00 | 0 | 0.00 |
| OFFICE EQUIPMENT | 3,243 | 0.00 | 5,679 | 0.00 | 5,679 | 0.00 | 0 | 0.00 |
| OTHER EQUIPMENT | 283 | 0.00 | 2,547 | 0.00 | 2,547 | 0.00 | 0 | 0.00 |
| REAL PROPERTY RENTALS & LEASES | 0 | 0.00 | 1,000 | 0.00 | 500 | 0.00 | 0 | 0.00 |
| EQUIPMENT RENTALS & LEASES | 0 | 0.00 | 300 | 0.00 | 300 | 0.00 | 0 | 0.00 |
| MISCELLANEOUS EXPENSES | 0 | 0.00 | 700 | 0.00 | 500 | 0.00 | 0 | 0.00 |
| TOTAL - EE | 121,313 | 0.00 | 319,209 | 0.00 | 319,209 | 0.00 | 0 | 0.00 |
| GRAND TOTAL | \$2,474,187 | 60.91 | \$3,072,799 | 74.42 | \$3,072,799 | 71.14 | \$0 | (0.00) |
| GENERAL REVENUE | \$1,737,003 | 43.78 | \$2,018,313 | 51.80 | \$2,018,313 | 49.50 | | 0.00 |
| FEDERAL FUNDS | \$737,052 | 17.13 | \$1,050,318 | 22.52 | \$1,050,318 | 21.54 | | 0.00 |
| OTHER FUNDS | \$132 | 0.00 | \$4,168 | 0.10 | \$4,168 | 0.10 | | 0.00 |

PROGRAM DESCRIPTION

Department: Social Services

Program Name: Division of Budget and Finance

Program is found in the following core budget(s): Division of Budget and Finance

1. What does this program do?

PROGRAM SYNOPSIS: The division provides centralized financial support to all Department of Social Services (DSS) divisions.

The Division of Budget and Finance (DBF) is the Department of Social Services' central accounting and financial control unit. Staff who specialize in financial management functions including auditing, budgeting and federal receipts and reporting shape the budget, implement the department's fiscal policies (claiming strategies, expenditure control, etc.) and respond to changes in federal and state fiscal policy. DBF also administers all DSS tax credit programs and provides representation for the Department's state emergency management efforts. The Center for Management Information (CMI) provides direction for the Department's research and data management functions, which also includes coordination of all legislative fiscal notes.

Following is a description of core Division of Budget and Finance functions.

- Payment Processing Oversight:** DBF maintains final approval of payments and is charged with overall compliance with state and federal laws or regulations and adherence to sound and accepted accounting principles. In addition, DBF is the Department's accounting, purchasing, and payroll liaison with Office of Administration and other agencies working cooperatively with DSS.

- Audit and Compliance:** DBF focuses audit resources on improving department financial systems, payment processes and procedures. In this effort, audit staff are charged with identifying weaknesses in department financial controls and opportunities to improve operational efficiencies. DBF also serves as the point of contact with the State Auditor's office.

The contract compliance review process builds on the skills and abilities of eight DSS retirees conducting on-site provider reviews. The goal of the Contract Compliance Review process is to establish a presence and promote accountability in the provider community doing business with the DSS. Current focus is on child care providers with plans to extend compliance reviews to child welfare contracting areas in the near future. Contract Compliance Review team members conduct simple on-site reviews meant to be noninvasive to child care providers; yet, thorough enough for the reviewer to consider key contract provisions during the visit.

- Purchasing/Payroll:** DBF provides goods and services in accordance with delegation from Office of Administration and monitors compliance of purchasing agreements between DSS and contractor/vendors. DBF's payroll function includes maintaining employee time and leave and managing all issues relating to salary payments.

- Federal Funds Management and Reporting:** DBF manages approximately 55 grants with a value of over \$5.7 billion in federal funds. The agency serves as the single state contact for federal grants that include TANF, SSBG, Medicaid Title XIX and Title XXI, IV-D and IV-E. The Division is responsible for the processes that provide for daily cash draws and deposits to federal funds that support Department of Social Services' and certain other departments' programs. As the single state contact, DBF compiles required monthly, quarterly and annual reports associated with each grant and submits these to the federal government on behalf of DSS or another department.

•Budget: DBF directs and helps prepare the department budget, compiling and evaluating budget proposals from DSS divisions. In addition, DBF serves as the department's budget liaison with Office of Administration and House and Senate budget staff and supports divisions during budget hearings. The budget section is responsible for department expenditure control, assuring there is sufficient cash to support available authority, monitoring spending rates and determining that department expenditures are within the scope of house bill intent.

In addition to the functions listed above, DBF:

•Prepares cover warrants for Medicaid, Childcare and Child Welfare payrolls to issue provider payments by the department.

•Monitors and reconciles child support monies receipted and disbursed by DBF. Generally monies receipted and disbursed from DBF are from tax intercepts; most child support collections are receipted and disbursed by the State Disbursement Unit, currently operated by a contractor and managed by the Department of Revenue. DBF also has the responsibility to manage and reconcile the Family Support Trust Account that receives funds collected by the State Disbursement Unit.

•Prepares DSS data for numerous state/department financial reports and receives and deposits hundreds of checks each day.

Center for Management Information (CMI) core functions include:

•Data Management: Coordinates and oversees data research, data mining, data reporting and program evaluation for the department. This is accomplished through a series of periodic reports available on the department's web site. In addition, ad hoc requests from the department's large computer system are researched and compiled to help management evaluate programs. Finally, external reports and program evaluations are prepared for use by departmental management, legislature, Governor's Office and media.

•Fiscal Notes: Coordinate all fiscal note preparation for the Department. Additionally, provides a central contact point for the legislature and the Governor's Office for all fiscal note inquiries and questions.

2. What is the authorization for this program, i.e., federal or state statute, etc.? (Include the federal program number, if applicable.)

State statute: RSMo. 660.010.

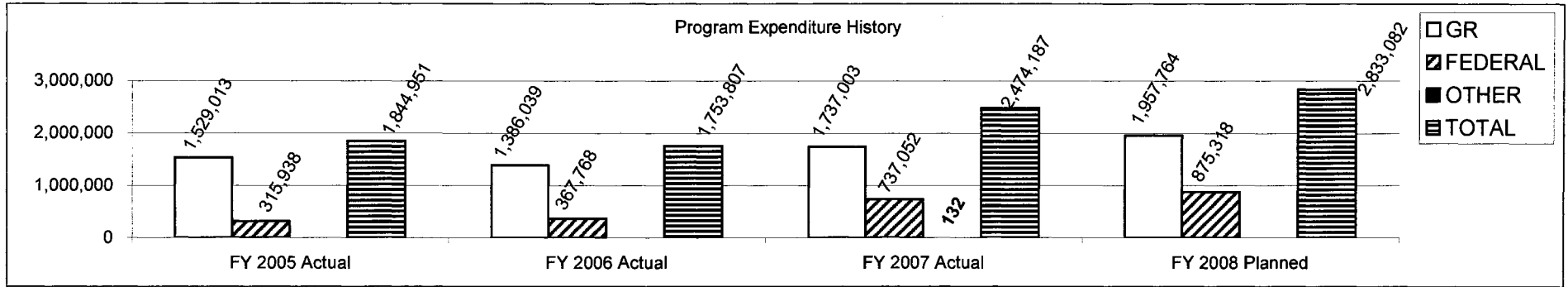
3. Are there federal matching requirements? If yes, please explain.

This program does not have a federal matching requirement; however, expenditures are pooled with other departmental administrative expenditures to earn a federal indirect rate.

4. Is this a federally mandated program? If yes, please explain.

No.

5. Provide actual expenditures for the prior three fiscal years and planned expenditures for the current fiscal year.



6. What are the sources of the "Other " funds?

Administrative Trust Funds (0545)

7a. Provide an effectiveness measure.

| SFY | Average Time Between Invoice and Vendor Payment (Days) | |
|------|--|-----------|
| | Actual | Projected |
| 2005 | 30 | 28 |
| 2006 | 26 | 29 |
| 2007 | 29 | 26 |
| 2008 | | 28 |
| 2009 | | 28 |
| 2010 | | 28 |

7b. Provide an efficiency measure.

| SFY | Percent of Employees Using Direct Deposit | |
|------|---|-----------|
| | Actual | Projected |
| 2005 | 94% | 93% |
| 2006 | 94% | 95% |
| 2007 | 95% | 95% |
| 2008 | | 100%* |
| 2009 | | 100% |
| 2010 | | 100% |

| SFY | Average Number of Payment Documents Processed per FTE | | |
|------|---|--------|-----------|
| | # of FTE | Actual | Projected |
| 2005 | 16.5 | 10,655 | 9,878 |
| 2006 | 16.5 | 10,610 | 10,700 |
| 2007 | 16.5 | 10,314 | 10,700 |
| 2008 | 16.5 | | 10,000 |
| 2009 | 16.5 | | 10,000 |
| 2010 | 16.5 | | 10,000 |

*Effective January 1, 2008 Direct Deposit will be mandatory.

7c. Provide the number of clients/individuals served, if applicable.

| SFY | Purchasing Requisitions Processed | | Travel Expenses Processed | |
|------|-----------------------------------|-----------|---------------------------|-----------|
| | Actual | Projected | Actual | Projected |
| 2005 | 8,029 | 5,588 | 34,769 | 31,000 |
| 2006 | 8,413 | 8,000 | 32,000 | 34,700 |
| 2007 | 11,161 | 8,000 | 32,389 | 33,000 |
| 2008 | | 11,000 | | 33,000 |
| 2009 | | 11,000 | | 33,000 |
| 2010 | | 11,000 | | 33,000 |

| SFY | Number of Payment Documents Processed | |
|------|---------------------------------------|-----------|
| | Actual | Projected |
| 2005 | 175,803 | 163,000 |
| 2006 | 175,070* | 175,000 |
| 2007 | 170,179 | 175,000 |
| 2008 | | 170,000** |
| 2009 | | 170,000 |
| 2010 | | 170,000 |

*FY2006 and prior included payments for ITSD.

** Projected decline due to transfer of Division of General Services functions and to the use of purchasing cards which enable many single payments to be combined into one.

7d. Provide a customer satisfaction measure, if available.

FY09 Department of Social Services Report #9

DECISION ITEM SUMMARY

| Budget Unit | | | | | | | | | |
|-------------------------------------|--------------------|--------------|--------------------|--------------|--------------------|--------------|------------|---------------|--|
| Decision Item | FY 2007 | FY 2007 | FY 2008 | FY 2008 | FY 2009 | FY 2009 | FY 2009 | FY 2009 | |
| Budget Object Summary | ACTUAL | ACTUAL | BUDGET | BUDGET | DEPT REQ | DEPT REQ | GOV REC | GOV REC | |
| Fund | DOLLAR | FTE | DOLLAR | FTE | DOLLAR | FTE | DOLLAR | FTE | |
| DIVISION OF GENERAL SERVICES | | | | | | | | | |
| CORE | | | | | | | | | |
| PERSONAL SERVICES | | | | | | | | | |
| GENERAL REVENUE | 1,299,748 | 44.85 | 789,343 | 28.73 | 789,343 | 27.19 | 0 | (0.00) | |
| DEPT OF SOC SERV FEDERAL & OTH | 216,192 | 7.41 | 195,237 | 6.99 | 195,237 | 6.61 | 0 | (0.00) | |
| CHILD SUPPORT ENFORCEMENT COLLTN | 102,029 | 3.49 | 62,288 | 1.39 | 62,288 | 1.31 | 0 | (0.00) | |
| DOSS ADMINISTRATIVE TRUST | 43,651 | 1.98 | 0 | 0.00 | 0 | 0.00 | 0 | 0.00 | |
| TOTAL - PS | 1,661,620 | 57.73 | 1,046,868 | 37.11 | 1,046,868 | 35.11 | 0 | (0.00) | |
| EXPENSE & EQUIPMENT | | | | | | | | | |
| GENERAL REVENUE | 309,948 | 0.00 | 27,687 | 0.00 | 27,687 | 0.00 | 0 | 0.00 | |
| DEPT OF SOC SERV FEDERAL & OTH | 55,495 | 0.00 | 50,583 | 0.00 | 50,583 | 0.00 | 0 | 0.00 | |
| DOSS ADMINISTRATIVE TRUST | 4,598,566 | 0.00 | 5,447,752 | 0.00 | 5,447,752 | 0.00 | 0 | 0.00 | |
| TOTAL - EE | 4,964,009 | 0.00 | 5,526,022 | 0.00 | 5,526,022 | 0.00 | 0 | 0.00 | |
| TOTAL | 6,625,629 | 57.73 | 6,572,890 | 37.11 | 6,572,890 | 35.11 | 0 | (0.00) | |
| GRAND TOTAL | \$6,625,629 | 57.73 | \$6,572,890 | 37.11 | \$6,572,890 | 35.11 | \$0 | (0.00) | |

CORE DECISION ITEM

Department: Social Services
Division: General Services
Appropriation: General Services

Budget Unit: 88872C

1. CORE FINANCIAL SUMMARY

| | FY 2009 Budget Request | | | |
|-------|------------------------|---------|-----------|-----------|
| | GR | Federal | Other | Total |
| PS | 789,343 | 195,237 | 62,288 | 1,046,868 |
| EE | 27,687 | 50,583 | 5,447,752 | 5,526,022 |
| PSD | | | | |
| TRF | | | | |
| Total | 817,030 | 245,820 | 5,510,040 | 6,572,890 |
| FTE | 27.19 | 6.61 | 1.31 | 35.11 |

| | | | | |
|---|---------|--------|--------|---------|
| Est. Fringe | 392,777 | 97,150 | 30,995 | 520,922 |
| Note: Fringes budgeted in House Bill 5 except for certain fringes budgeted directly to MoDOT, Highway Patrol, and Conservation. | | | | |

Other Funds: Child Support Enforcement Collections (0169)
DSS Administrative Trust Fund (0545)

| | FY 2009 Governor's Recommendation | | | |
|-------|-----------------------------------|---------|-------|-------|
| | GR | Federal | Other | Total |
| PS | | | | |
| EE | | | | |
| PSD | | | | |
| TRF | | | | |
| Total | | | | 0 |
| FTE | | | | 0.00 |

| | | | | |
|---|---|---|---|---|
| Est. Fringe | 0 | 0 | 0 | 0 |
| Note: Fringes budgeted in House Bill 5 except for certain fringes budgeted directly to MoDOT, Highway Patrol, and Conservation. | | | | |

Other Funds:

2. CORE DESCRIPTION

Core funding for the Division of General Services to provide technical and administrative support in the areas of emergency management, telecommunications, warehouse/inventory, mail services and fleet management for all program and support divisions in the Department of Social Services.

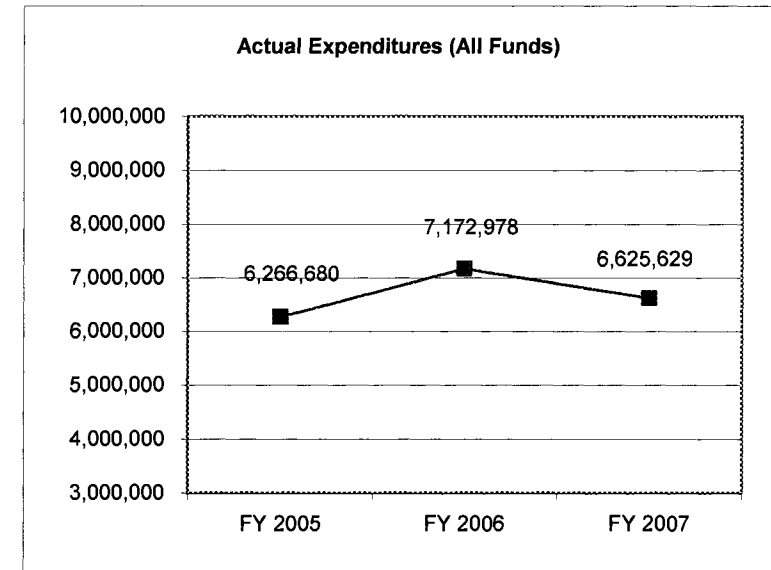
Core funding to support the Division of General Services is transferred to the Division of Finance and Administrative Services (DFAS) also responsible for Division of Budget and Finance functions.

3. PROGRAM LISTING (list programs included in this core funding)

Division of General Services

4. FINANCIAL HISTORY

| | FY 2005 Actual | FY 2006 Actual | FY 2007 Actual | FY 2008 Current Yr. |
|---------------------------------|-------------------|-------------------|-------------------|------------------------|
| Appropriation (All Funds) | 8,090,566 | 7,841,563 | 7,653,669 | 6,572,890 |
| Less Reverted (All Funds) | (107,048) | (49,152) | (50,041) | N/A |
| Budget Authority (All Funds) | 7,983,518 | 7,792,411 | 7,603,628 | N/A |
| Actual Expenditures (All Funds) | 6,266,680 | 7,172,978 | 6,625,629 | N/A |
| Unexpended (All Funds) | 1,716,838 | 619,433 | 977,999 | N/A |
| Unexpended, by Fund: | | | | |
| General Revenue | 25,933 | 9,042 | 8,299 | N/A |
| Federal | 70,006 | 24,338 | 56,714 | N/A |
| Other | 1,620,899 | 586,053 | 912,986 | N/A |



Reverted includes Governor's standard 3 percent reserve (when applicable) and any extraordinary withholdings.

NOTES:

FY2005 -- \$1.54 million of other funds lapse is DSS Administrative Trust fund authority for postage and supply inventory management. \$70,000 federal funds lapse is agency reserve due to insufficient cash to support appropriation level. Federal earnings vary, so this authority may be available to spend in future years.

FY2006 -- Other funds lapse is DSS Administrative Trust fund authority for postage and supply inventory management.

FY2007 -- Approximately \$900,000 of other funds lapse is DSS Administrative Trust fund authority for postage and supply inventory management. \$55,407 federal funds lapse is agency reserve due to insufficient cash to support appropriation level. Federal earnings vary, so this authority may be available to spend in future years.

CORE RECONCILIATION DETAIL

DEPARTMENT OF SOCIAL SERVICES DIVISION OF GENERAL SERVICES

5. CORE RECONCILIATION DETAIL

| | | | | Budget Class | FTE | GR | Federal | Other | Total | Explanation |
|---|------|------|--|-----------------|----------------|------------------|------------------|--------------------|--------------------|--------------------|
| TAFP AFTER VETOES | | | | | | | | | | |
| | | | | PS | 37.11 | 789,343 | 195,237 | 62,288 | 1,046,868 | |
| | | | | EE | 0.00 | 27,687 | 50,583 | 5,447,752 | 5,526,022 | |
| | | | | Total | 37.11 | 817,030 | 245,820 | 5,510,040 | 6,572,890 | |
| DEPARTMENT CORE ADJUSTMENTS | | | | | | | | | | |
| Core Reduction | 900 | 3591 | | PS | (0.08) | 0 | 0 | 0 | 0 | Core cut empty FTE |
| Core Reduction | 900 | 6349 | | PS | (1.54) | 0 | 0 | 0 | 0 | Core cut empty FTE |
| Core Reduction | 900 | 2962 | | PS | (0.38) | 0 | 0 | 0 | 0 | Core cut empty FTE |
| NET DEPARTMENT CHANGES | | | | | (2.00) | 0 | 0 | 0 | 0 | |
| DEPARTMENT CORE REQUEST | | | | | | | | | | |
| | | | | PS | 35.11 | 789,343 | 195,237 | 62,288 | 1,046,868 | |
| | | | | EE | 0.00 | 27,687 | 50,583 | 5,447,752 | 5,526,022 | |
| | | | | Total | 35.11 | 817,030 | 245,820 | 5,510,040 | 6,572,890 | |
| GOVERNOR'S ADDITIONAL CORE ADJUSTMENTS | | | | | | | | | | |
| Core Reallocation | 2496 | 2962 | | PS | (6.61) | 0 | (195,237) | 0 | (195,237) | |
| Core Reallocation | 2496 | 6349 | | PS | (27.19) | (789,343) | 0 | 0 | (789,343) | |
| Core Reallocation | 2496 | 3591 | | PS | (1.31) | 0 | 0 | (62,288) | (62,288) | |
| Core Reallocation | 2496 | 2963 | | EE | 0.00 | 0 | (50,583) | 0 | (50,583) | |
| Core Reallocation | 2496 | 6350 | | EE | 0.00 | (27,687) | 0 | 0 | (27,687) | |
| Core Reallocation | 2496 | 1008 | | EE | 0.00 | 0 | 0 | (5,447,752) | (5,447,752) | |
| NET GOVERNOR CHANGES | | | | | (35.11) | (817,030) | (245,820) | (5,510,040) | (6,572,890) | |

CORE RECONCILIATION DETAIL

DEPARTMENT OF SOCIAL SERVICES

DIVISION OF GENERAL SERVICES

5. CORE RECONCILIATION DETAIL

| | Budget Class | FTE | GR | Federal | Other | Total | Explanation |
|------------------------------------|-------------------------|-------------|-----------|----------------|--------------|--------------|--------------------|
| GOVERNOR'S RECOMMENDED CORE | | | | | | | |
| | PS | 0.00 | 0 | 0 | 0 | 0 | |
| | EE | 0.00 | 0 | 0 | 0 | 0 | |
| | Total | 0.00 | 0 | 0 | 0 | 0 | |

FLEXIBILITY REQUEST FORM

BUDGET UNIT NUMBER: 88872C

DEPARTMENT: Social Services

BUDGET UNIT NAME: Division of General Services

DIVISION: General Services

1. Provide the amount by fund of personal service flexibility and the amount by fund of expense and equipment flexibility you are requesting in dollar and percentage terms and explain why the flexibility is needed. If flexibility is being requested among divisions, provide the amount by fund of flexibility you are requesting in dollar and percentage terms and explain why the flexibility is needed.

DEPARTMENT REQUEST

| Section | PS or E&E | Core | % Flex Requested | Flex Requested Amount |
|----------------------|-----------|-------------|------------------|-----------------------|
| | PS | \$984,580 | 20% | \$196,916 |
| | E&E | \$78,270 | 20% | \$15,654 |
| <i>Total Request</i> | | \$1,062,850 | 20% | \$212,570 |

2. Estimate how much flexibility will be used for the budget year. How much flexibility was used in the Prior Year Budget and the Current Year Budget? Please specify the amount.

| PRIOR YEAR ACTUAL AMOUNT OF FLEXIBILITY USED | CURRENT YEAR ESTIMATED AMOUNT OF FLEXIBILITY THAT WILL BE USED | BUDGET REQUEST ESTIMATED AMOUNT OF FLEXIBILITY THAT WILL BE USED |
|---|--|--|
| \$8,100 | \$10,000 | 20% flexibility is being requested in all funds |

3. Please explain how flexibility was used in the prior and/or current years.

PRIOR YEAR
EXPLAIN ACTUAL USE

Personal Services was used to cover E&E shortfall.

CURRENT YEAR
EXPLAIN PLANNED USE

Flexibility allows DGS to utilize and manage funds in the most efficient and effective manner. Uses will be determined on an "as needed" basis.

FY09 Department of Social Services Report #10

DECISION ITEM DETAIL

| Budget Unit | FY 2007 | FY 2007 | FY 2008 | FY 2008 | FY 2009 | FY 2009 | FY 2009 | FY 2009 |
|--------------------------------|---------|---------|---------|---------|----------|----------|---------|---------|
| Decision Item | ACTUAL | ACTUAL | BUDGET | BUDGET | DEPT REQ | DEPT REQ | GOV REC | GOV REC |
| Budget Object Class | DOLLAR | FTE | DOLLAR | FTE | DOLLAR | FTE | DOLLAR | FTE |
| DIVISION OF GENERAL SERVICES | | | | | | | | |
| CORE | | | | | | | | |
| OFFICE SUPPORT ASST (CLERICAL) | 185,576 | 8.86 | 196,663 | 11.22 | 196,663 | 10.22 | 0 | 0.00 |
| SR OFC SUPPORT ASST (CLERICAL) | 10,834 | 0.48 | 0 | 0.00 | 24,638 | 1.00 | 0 | 0.00 |
| ADMIN OFFICE SUPPORT ASSISTANT | 58,670 | 2.01 | 53,153 | 2.00 | 60,527 | 2.00 | 0 | (0.00) |
| OFFICE SUPPORT ASST (KEYBRD) | 23,235 | 1.07 | 40,937 | 2.39 | 0 | 0.39 | 0 | 0.00 |
| SR OFC SUPPORT ASST (KEYBRD) | 24,645 | 0.99 | 8,271 | 1.00 | 0 | 0.00 | 0 | 0.00 |
| OFFICE SERVICES ASST | 26,034 | 0.99 | 132 | 0.00 | 0 | 0.00 | 0 | 0.00 |
| MAILING EQUIPMENT OPER | 55,801 | 2.16 | 480 | 0.00 | 0 | 0.00 | 0 | 0.00 |
| MAIL ROOM SPV | 27,832 | 0.99 | 129 | 0.00 | 0 | 0.00 | 0 | 0.00 |
| STORES CLERK | 21,597 | 0.98 | 46,172 | 2.00 | 46,172 | 2.00 | 0 | (0.00) |
| STOREKEEPER I | 25,531 | 0.99 | 29,811 | 1.00 | 26,340 | 1.00 | 0 | 0.00 |
| OFFICE SERVICES COOR I | 42,413 | 0.99 | 43,756 | 1.00 | 43,756 | 1.00 | 0 | 0.00 |
| EXECUTIVE I | 64,049 | 2.01 | 69,734 | 2.00 | 67,233 | 2.00 | 0 | (0.00) |
| EXECUTIVE II | 110,834 | 3.00 | 71,397 | 2.00 | 77,472 | 2.00 | 0 | (0.00) |
| BUILDING MGR II | 40,285 | 0.99 | 0 | 0.00 | 0 | 0.00 | 0 | 0.00 |
| TELECOMMUN ANAL IV | 49,121 | 0.99 | 50,672 | 1.00 | 50,672 | 1.00 | 0 | (0.00) |
| CUSTODIAL WORKER I | 34,824 | 1.88 | 0 | 0.00 | 0 | 0.00 | 0 | 0.00 |
| HOUSEKEEPER I | 27,832 | 0.99 | 0 | 0.00 | 0 | 0.00 | 0 | 0.00 |
| LABORER I | 30,081 | 1.60 | 19,550 | 1.00 | 19,550 | 1.00 | 0 | (0.00) |
| LABORER II | 7,976 | 0.40 | 0 | 0.00 | 0 | 0.00 | 0 | 0.00 |
| GROUNDSKEEPER I | 43,651 | 1.98 | 0 | 0.00 | 0 | 0.00 | 0 | 0.00 |
| MAINTENANCE WORKER I | 96,697 | 3.99 | 330 | 0.00 | 0 | 0.00 | 0 | 0.00 |
| MAINTENANCE WORKER II | 201,709 | 6.99 | 735 | 0.00 | 0 | 0.00 | 0 | 0.00 |
| MAINTENANCE SPV I | 33,834 | 0.99 | 141 | 0.00 | 0 | 0.00 | 0 | 0.00 |
| MOTOR VEHICLE DRIVER | 159,905 | 7.00 | 148,524 | 6.50 | 121,340 | 6.50 | 0 | (0.00) |
| DIVISION DIRECTOR | 69,630 | 0.85 | 83,901 | 1.00 | 89,124 | 1.00 | 0 | (0.00) |
| DESIGNATED PRINCIPAL ASST DIV | 121,795 | 1.80 | 139,625 | 2.00 | 139,625 | 2.00 | 0 | (0.00) |
| CLERK | 7,646 | 0.39 | 0 | 0.00 | 0 | 0.00 | 0 | 0.00 |
| TYPIST | 1,300 | 0.05 | 0 | 0.00 | 0 | 0.00 | 0 | 0.00 |
| MISCELLANEOUS PROFESSIONAL | 894 | 0.02 | 0 | 0.00 | 0 | 0.00 | 0 | 0.00 |
| SPECIAL ASST OFFICIAL & ADMSTR | 13,541 | 0.20 | 0 | 0.00 | 41,000 | 1.00 | 0 | 0.00 |
| SPECIAL ASST PROFESSIONAL | 729 | 0.02 | 0 | 0.00 | 0 | 0.00 | 0 | 0.00 |
| SPECIAL ASST OFFICE & CLERICAL | 41,442 | 0.99 | 42,755 | 1.00 | 42,756 | 1.00 | 0 | (0.00) |

FY09 Department of Social Services Report #10

DECISION ITEM DETAIL

| Budget Unit | FY 2007 | FY 2007 | FY 2008 | FY 2008 | FY 2009 | FY 2009 | FY 2009 | FY 2009 |
|--------------------------------|-------------|---------|-------------|---------|-------------|----------|---------|---------|
| Decision Item | ACTUAL | ACTUAL | BUDGET | BUDGET | DEPT REQ | DEPT REQ | GOV REC | GOV REC |
| Budget Object Class | DOLLAR | FTE | DOLLAR | FTE | DOLLAR | FTE | DOLLAR | FTE |
| DIVISION OF GENERAL SERVICES | | | | | | | | |
| CORE | | | | | | | | |
| LABORER | 1,677 | 0.09 | 0 | 0.00 | 0 | 0.00 | 0 | 0.00 |
| TOTAL - PS | 1,661,620 | 57.73 | 1,046,868 | 37.11 | 1,046,868 | 35.11 | 0 | (0.00) |
| TRAVEL, IN-STATE | 55,471 | 0.00 | 6,267 | 0.00 | 6,267 | 0.00 | 0 | 0.00 |
| TRAVEL, OUT-OF-STATE | 0 | 0.00 | 100 | 0.00 | 100 | 0.00 | 0 | 0.00 |
| SUPPLIES | 80,622 | 0.00 | 10,900 | 0.00 | 10,900 | 0.00 | 0 | 0.00 |
| PROFESSIONAL DEVELOPMENT | 350 | 0.00 | 50 | 0.00 | 300 | 0.00 | 0 | 0.00 |
| COMMUNICATION SERV & SUPP | 13,704 | 0.00 | 7,620 | 0.00 | 13,700 | 0.00 | 0 | 0.00 |
| PROFESSIONAL SERVICES | 79,444 | 0.00 | 28,936 | 0.00 | 22,856 | 0.00 | 0 | 0.00 |
| JANITORIAL SERVICES | 27,284 | 0.00 | 4,833 | 0.00 | 4,833 | 0.00 | 0 | 0.00 |
| M&R SERVICES | 100,486 | 0.00 | 8,587 | 0.00 | 8,587 | 0.00 | 0 | 0.00 |
| MOTORIZED EQUIPMENT | 0 | 0.00 | 2,441 | 0.00 | 1,991 | 0.00 | 0 | 0.00 |
| OFFICE EQUIPMENT | 500 | 0.00 | 621 | 0.00 | 621 | 0.00 | 0 | 0.00 |
| OTHER EQUIPMENT | 70,871 | 0.00 | 1,076 | 0.00 | 1,076 | 0.00 | 0 | 0.00 |
| PROPERTY & IMPROVEMENTS | 521 | 0.00 | 3,000 | 0.00 | 1,633 | 0.00 | 0 | 0.00 |
| REAL PROPERTY RENTALS & LEASES | 0 | 0.00 | 250 | 0.00 | 0 | 0.00 | 0 | 0.00 |
| EQUIPMENT RENTALS & LEASES | 10,963 | 0.00 | 3,406 | 0.00 | 4,406 | 0.00 | 0 | 0.00 |
| MISCELLANEOUS EXPENSES | 666 | 0.00 | 183 | 0.00 | 1,000 | 0.00 | 0 | 0.00 |
| REBILLABLE EXPENSES | 4,523,127 | 0.00 | 5,447,752 | 0.00 | 5,447,752 | 0.00 | 0 | 0.00 |
| TOTAL - EE | 4,964,009 | 0.00 | 5,526,022 | 0.00 | 5,526,022 | 0.00 | 0 | 0.00 |
| GRAND TOTAL | \$6,625,629 | 57.73 | \$6,572,890 | 37.11 | \$6,572,890 | 35.11 | \$0 | (0.00) |
| GENERAL REVENUE | \$1,609,696 | 44.85 | \$817,030 | 28.73 | \$817,030 | 27.19 | | 0.00 |
| FEDERAL FUNDS | \$271,687 | 7.41 | \$245,820 | 6.99 | \$245,820 | 6.61 | | 0.00 |
| OTHER FUNDS | \$4,744,246 | 5.47 | \$5,510,040 | 1.39 | \$5,510,040 | 1.31 | | (0.00) |

PROGRAM DESCRIPTION

Department: Social Services

Program Name: Division of General Services

Program is found in the following core budget(s): Division of General Services

1. What does this program do?

PROGRAM SYNOPSIS: The Division of General Services (DGS) provides centralized emergency management, telecommunications, warehouse/inventory management, mail services and fleet management for all Department of Social Services (DSS) divisions.

The Division of General Services (DGS) provides technical and administrative expertise in the areas of emergency management, telecommunications, warehouse/inventory management, mail services and fleet management to support the programs of the Department of Social Services. These functions enable the program divisions to focus on accomplishing the goals and objectives the Department. Services include:

- Emergency Management/SEMA:** DFAS leads DSS initiative to provide statewide mass care (shelter, food and water) coordination during emergencies through the assistance of partner agencies (Red Cross, Salvation Army and other volunteer agencies active in disasters). DFAS 1) helps to coordinate deployment of local DSS staff in affected areas to assist in setting up and staffing local shelters; and 2) ensures local staff assure safety of youth in DYS programs and children in Children's Division custody. In the case of an emergency, DFAS would take the lead in contacting corporate partners to provide food and water to shelter locations. DFAS participates in hot-wash exercises after an actual emergency or drill.
- Telecommunications:** DFAS provides technical expertise in the design, acquisition and installation of telecommunication services and equipment for DSS offices across the state. DFAS telecommunications staff serve as the DSS liaison with OA/ITSD and telecommunication vendors, take the lead in resolving service issues and mediate vendor disputes to get service restored. DFAS also takes the lead in training DSS personnel statewide in the use and management of telecommunications systems and services.
- Warehouse/Inventory Management:** Responsibilities include acquisition, storage and distribution of bulk supplies, division forms and envelopes, etc.; management and tracking of non-expendable property/fixed assets inventory; surplus property retrieval and disposition; request on-site sealed bids on vehicles and furniture; and delivery of supplies to JC offices and shipping via UPS, Lanter and CCX. In addition, this unit maintains and schedules DSS pool cars in Jefferson City.
- Mail Services:** This unit provides varying degrees of mail services to DSS offices in Jefferson City, St. Louis and Kansas City. The unit manager serves as liaison between DSS and OA's centralized mail unit. The main priority of this unit is to prepare DSS's mail and packages for processing by either the centralized mail unit or an outside vendor. The unit provides courier services within Jefferson City, St. Louis and Kansas City for time-sensitive packages.
- DSS Fleet Management:** Coordinates all requirements relating to DSS vehicles. This unit oversees 1) maintenance of vehicle records and information; 2) processing vehicle title/registration forms; and 3) processing state fleet (Voyager) card additions, changes, deletions, etc. DFAS also acts as the DSS liaison with the State Fleet Coordinator, state fleet card contractor and Department of Natural Resources.

2. What is the authorization for this program, i.e., federal or state statute, etc.? (Include the federal program number, if applicable.)

State statute RSMo. 660.010

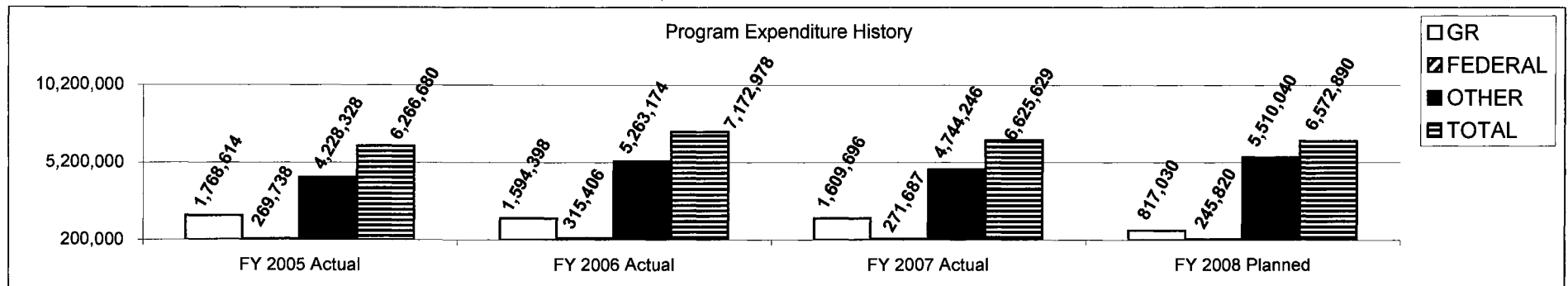
3. Are there federal matching requirements? If yes, please explain.

No

4. Is this a federally mandated program? If yes, please explain.

No

5. Provide actual expenditures for the prior three fiscal years and planned expenditures for the current fiscal year.



6. What are the sources of the "Other " funds?

Child Support Enforcement Collections (0169) and Administrative Trust Fund (0545)

7a. Provide an effectiveness measure.

The Division of General Services provides support functions for all DSS divisions and programs. Effectiveness measures can be found in divisional sections.

7b. Provide an efficiency measure.

The Division of General Services provides support functions for all DSS divisions and programs. Efficiency measures can be found in divisional sections.

7c. Provide the number of clients/individuals served, if applicable.

Support services provided to over 8,200 departmental employees.

7d. Provide a customer satisfaction measure, if available.

FY09 Department of Social Services Report #9

DECISION ITEM SUMMARY

| Budget Unit | | | | | | | | | |
|--------------------------------|----------|---------|-------------|---------|-------------|----------|-------------|---------|--|
| Decision Item | FY 2007 | FY 2007 | FY 2008 | FY 2008 | FY 2009 | FY 2009 | FY 2009 | FY 2009 | |
| Budget Object Summary | ACTUAL | ACTUAL | BUDGET | BUDGET | DEPT REQ | DEPT REQ | GOV REC | GOV REC | |
| Fund | DOLLAR | FTE | DOLLAR | FTE | DOLLAR | FTE | DOLLAR | FTE | |
| REVENUE MAXIMATION | | | | | | | | | |
| CORE | | | | | | | | | |
| EXPENSE & EQUIPMENT | | | | | | | | | |
| DEPT OF SOC SERV FEDERAL & OTH | 32,760 | 0.00 | 1,000,000 | 0.00 | 1,000,000 | 0.00 | 1,000,000 | 0.00 | |
| TOTAL - EE | 32,760 | 0.00 | 1,000,000 | 0.00 | 1,000,000 | 0.00 | 1,000,000 | 0.00 | |
| TOTAL | 32,760 | 0.00 | 1,000,000 | 0.00 | 1,000,000 | 0.00 | 1,000,000 | 0.00 | |
| GRAND TOTAL | \$32,760 | 0.00 | \$1,000,000 | 0.00 | \$1,000,000 | 0.00 | \$1,000,000 | 0.00 | |

CORE DECISION ITEM

Department: Social Services
Division: Budget and Finance
Appropriation: Revenue Maximization

Budget Unit: 88817C

1. CORE FINANCIAL SUMMARY

| FY 2009 Budget Request | | | | |
|------------------------|----|-----------|-------|-----------|
| | GR | Federal | Other | Total |
| PS | | | | |
| EE | | 1,000,000 | | 1,000,000 |
| PSD | | | | |
| TRF | | | | |
| Total | | 1,000,000 | | 1,000,000 |
| FTE | | | | 0.00 |

| | | | | |
|---|---|---|---|---|
| Est. Fringe | 0 | 0 | 0 | 0 |
| Note: Fringes budgeted in House Bill 5 except for certain fringes budgeted directly to MoDOT, Highway Patrol, and Conservation. | | | | |

Other Funds:

Note: An "E" is requested for federal funds.

| FY 2009 Governor's Recommendation | | | | |
|-----------------------------------|----|-----------|-------|-----------|
| | GR | Federal | Other | Total |
| PS | | | | |
| EE | | 1,000,000 | | 1,000,000 |
| PSD | | | | |
| TRF | | | | |
| Total | | 1,000,000 | | 1,000,000 |
| FTE | | | | 0.00 |

| | | | | |
|---|---|---|---|---|
| Est. Fringe | 0 | 0 | 0 | 0 |
| Note: Fringes budgeted in House Bill 5 except for certain fringes budgeted directly to MoDOT, Highway Patrol, and Conservation. | | | | |

Other Funds:

Note: An "E" is requested for federal funds.

2. CORE DESCRIPTION

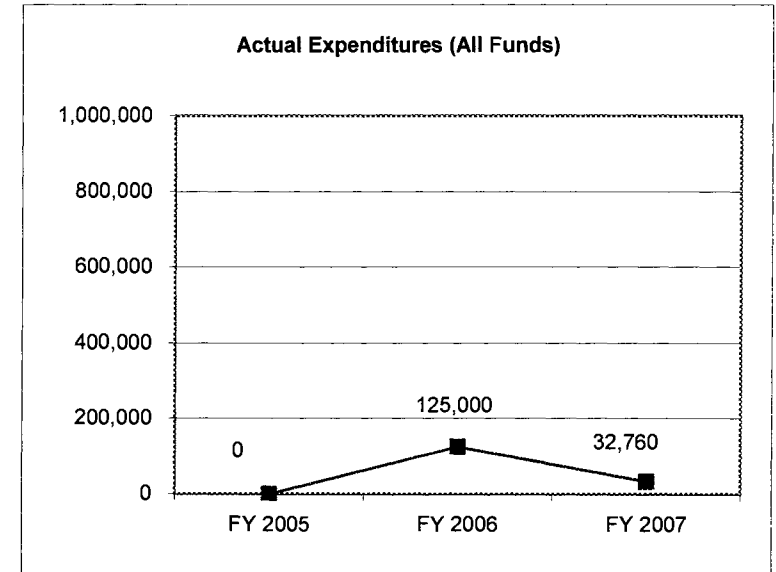
Core budget to provide the Department of Social Services (DSS) with a mechanism for payment of fees to contractors who engage in revenue maximization projects on behalf of the Department.

3. PROGRAM LISTING (list programs included in this core funding)

Revenue Maximization

4. FINANCIAL HISTORY

| | FY 2005 Actual | FY 2006 Actual | FY 2007 Actual | FY 2008 Current Yr. |
|---------------------------------|-------------------|-------------------|-------------------|------------------------|
| Appropriation (All Funds) | 1,000,000 | 1,000,000 | 1,000,000 | 1,000,000 |
| Less Reverted (All Funds) | | | | N/A |
| Budget Authority (All Funds) | 1,000,000 | 1,000,000 | 1,000,000 | N/A |
| Actual Expenditures (All Funds) | 0 | 125,000 | 32,760 | N/A |
| Unexpended (All Funds) | 1,000,000 | 875,000 | 967,240 | N/A |
| Unexpended, by Fund: | | | | |
| General Revenue | | | | N/A |
| Federal | 1,000,000 | 875,000 | 967,240 | N/A |
| Other | | | | N/A |



Reverted includes Governor's standard 3 percent reserve (when applicable) and any extraordinary withholdings.

NOTES:

Estimated federal appropriation fiscal years 2005 - 2008.

FY2006 -- \$875,000 federal fund agency reserve for authority in excess of cash.

FY2007 -- \$967,240 federal fund agency reserve for authority in excess of cash.

CORE RECONCILIATION DETAIL

DEPARTMENT OF SOCIAL SERVICES

REVENUE MAXIMATION

5. CORE RECONCILIATION DETAIL

| | Budget Class | FTE | GR | Federal | Other | Total | Explanation |
|------------------------------------|-----------------|-------------|----------|------------------|----------|------------------|-------------|
| TAFP AFTER VETOES | | | | | | | |
| | EE | 0.00 | 0 | 1,000,000 | 0 | 1,000,000 | |
| | Total | 0.00 | 0 | 1,000,000 | 0 | 1,000,000 | |
| DEPARTMENT CORE REQUEST | | | | | | | |
| | EE | 0.00 | 0 | 1,000,000 | 0 | 1,000,000 | |
| | Total | 0.00 | 0 | 1,000,000 | 0 | 1,000,000 | |
| GOVERNOR'S RECOMMENDED CORE | | | | | | | |
| | EE | 0.00 | 0 | 1,000,000 | 0 | 1,000,000 | |
| | Total | 0.00 | 0 | 1,000,000 | 0 | 1,000,000 | |

FY09 Department of Social Services Report #10

DECISION ITEM DETAIL

| Budget Unit | FY 2007 | FY 2007 | FY 2008 | FY 2008 | FY 2009 | FY 2009 | FY 2009 | FY 2009 |
|-----------------------|----------|---------|-------------|---------|-------------|----------|-------------|---------|
| Decision Item | ACTUAL | ACTUAL | BUDGET | BUDGET | DEPT REQ | DEPT REQ | GOV REC | GOV REC |
| Budget Object Class | DOLLAR | FTE | DOLLAR | FTE | DOLLAR | FTE | DOLLAR | FTE |
| REVENUE MAXIMATION | | | | | | | | |
| CORE | | | | | | | | |
| PROFESSIONAL SERVICES | 32,760 | 0.00 | 1,000,000 | 0.00 | 1,000,000 | 0.00 | 1,000,000 | 0.00 |
| TOTAL - EE | 32,760 | 0.00 | 1,000,000 | 0.00 | 1,000,000 | 0.00 | 1,000,000 | 0.00 |
| GRAND TOTAL | \$32,760 | 0.00 | \$1,000,000 | 0.00 | \$1,000,000 | 0.00 | \$1,000,000 | 0.00 |
| GENERAL REVENUE | \$0 | 0.00 | \$0 | 0.00 | \$0 | 0.00 | \$0 | 0.00 |
| FEDERAL FUNDS | \$32,760 | 0.00 | \$1,000,000 | 0.00 | \$1,000,000 | 0.00 | \$1,000,000 | 0.00 |
| OTHER FUNDS | \$0 | 0.00 | \$0 | 0.00 | \$0 | 0.00 | \$0 | 0.00 |

PROGRAM DESCRIPTION

Department: Social Services

Program Name: Revenue Maximization

Program is found in the following core budget(s): Revenue Maximization

1. What does this program do?

PROGRAM SYNOPSIS: Provides a mechanism to make contingency contract payments on revenue maximization projects.

The Department of Social Services enlists the assistance of private entities that specialize in maximizing federal program dollars and identifying other non-GR sources.

Current Revenue Maximization projects include:

Division of Youth Services (DYS) Medicaid Claiming - This project consists of developing a State Plan amendment to allow Medicaid funding for residential rehabilitation services for children in DYS custody.

Foster Care Maintenance Payment Methodology - This project involves implementation of an allowable rate reimbursement methodology that will allow the state to be in compliance with Title IV-E rate setting requirements and to defend past and future Title IV-E claims.

Performance-Based Contract Federal Funds Claiming - This project involves creating a methodology for increasing and/or maintaining all costs associated with performance-based contracts identified by the agency that are eligible for federal funding.

2. What is the authorization for this program, i.e., federal or state statute, etc.? (Include the federal program number, if applicable.)

State statute: RSMo. 660.010

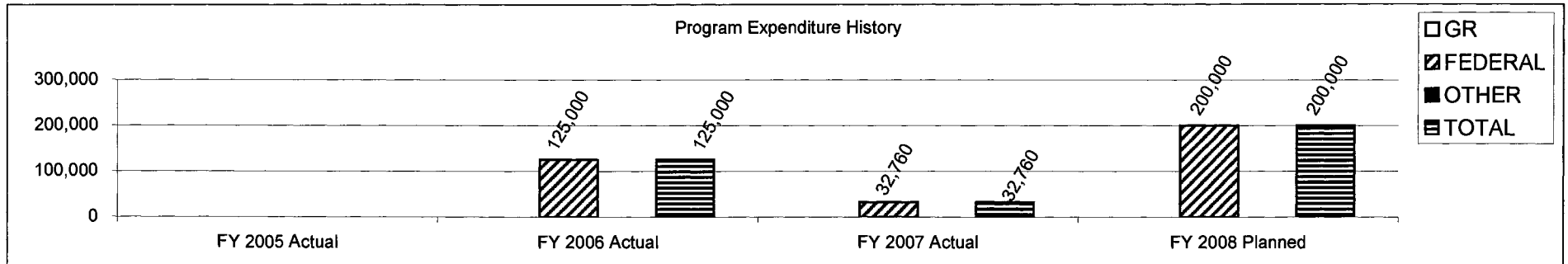
3. Are there federal matching requirements? If yes, please explain.

No. Contractors are paid from new federal funds resulting from successful revenue maximization projects. There may be a state match required to receive the additional funds.

4. Is this a federally mandated program? If yes, please explain.

No.

5. Provide actual expenditures for the prior three fiscal years and planned expenditures for the current fiscal year.



6. What are the sources of the "Other " funds?

N/A

7a. Provide an effectiveness measure.

| SFY | Title IV-E New Revenues | | Medicaid New Revenues | |
|------|-------------------------|-------------|-----------------------|--------|
| | Projected | Actual | Projected | Actual |
| 2005 | \$1,800,000 | \$0 | \$3,500,000 | \$0 |
| 2006 | \$3,000,000 | \$3,000,000 | \$9,000,000 | \$0 |
| 2007 | \$3,000,000 | \$0* | \$5,500,000 | \$0 |
| 2008 | \$3,000,000 | | \$5,500,000 | |
| 2009 | \$2,000,000 | | \$5,500,000 | |
| 2010 | \$2,000,000 | | \$2,000,000 | |

* No "new" revenues have been identified; previous new revenue identified has now become common practice.

7b. Provide an efficiency measure.

| SFY | New Annual Revenue per \$1 Cost* | |
|------|----------------------------------|--------|
| | Projected | Actual |
| 2005 | \$20 | \$0 |
| 2006 | \$20 | \$24 |
| 2007 | \$20 | ** |
| 2008 | \$20 | |
| 2009 | \$20 | |
| 2010 | \$20 | |

*Anticipated revenues from fully implemented initiatives

**No contractor payments for current initiatives after not-to-exceed contractor cost cap is reached

7c. Provide the number of clients/individuals served, if applicable.

7d. Provide a customer satisfaction measure, if available.

FY09 Department of Social Services Report #9

DECISION ITEM SUMMARY

| Budget Unit | | | | | | | | |
|--------------------------------|-------------|---------|-------------|---------|-------------|----------|-------------|---------|
| Decision Item | FY 2007 | FY 2007 | FY 2008 | FY 2008 | FY 2009 | FY 2009 | FY 2009 | FY 2009 |
| Budget Object Summary | ACTUAL | ACTUAL | BUDGET | BUDGET | DEPT REQ | DEPT REQ | GOV REC | GOV REC |
| Fund | DOLLAR | FTE | DOLLAR | FTE | DOLLAR | FTE | DOLLAR | FTE |
| RECEIPT & DISBURSEMENT-REFUNDS | | | | | | | | |
| CORE | | | | | | | | |
| PROGRAM-SPECIFIC | | | | | | | | |
| TITLE XIX-FEDERAL AND OTHER | 3,133,087 | 0.00 | 1,397,000 | 0.00 | 1,397,000 | 0.00 | 1,397,000 | 0.00 |
| FEDERAL AND OTHER | 77,299 | 0.00 | 53,000 | 0.00 | 53,000 | 0.00 | 53,000 | 0.00 |
| TEMP ASSIST NEEDY FAM FEDERAL | 870 | 0.00 | 25,000 | 0.00 | 25,000 | 0.00 | 25,000 | 0.00 |
| DEPT OF SOC SERV FEDERAL & OTH | 263,025 | 0.00 | 225,000 | 0.00 | 225,000 | 0.00 | 225,000 | 0.00 |
| PHARMACY REBATES | 2,574 | 0.00 | 25,000 | 0.00 | 25,000 | 0.00 | 25,000 | 0.00 |
| THIRD PARTY LIABILITY COLLECT | 279,391 | 0.00 | 125,000 | 0.00 | 125,000 | 0.00 | 125,000 | 0.00 |
| PREMIUM | 1,452,382 | 0.00 | 650,000 | 0.00 | 650,000 | 0.00 | 650,000 | 0.00 |
| TOTAL - PD | 5,208,628 | 0.00 | 2,500,000 | 0.00 | 2,500,000 | 0.00 | 2,500,000 | 0.00 |
| TOTAL | 5,208,628 | 0.00 | 2,500,000 | 0.00 | 2,500,000 | 0.00 | 2,500,000 | 0.00 |
| GRAND TOTAL | \$5,208,628 | 0.00 | \$2,500,000 | 0.00 | \$2,500,000 | 0.00 | \$2,500,000 | 0.00 |

CORE DECISION ITEM

Department: Social Services
Division: Budget and Finance
Appropriation: Receipt and Disbursement -- Refunds

Budget Unit: 88853C

1. CORE FINANCIAL SUMMARY

| FY 2009 Budget Request | | | | | FY 2009 Governor's Recommendation | | | | |
|------------------------|----|-----------|---------|-----------|-----------------------------------|----|-----------|---------|-----------|
| | GR | Federal | Other | Total | | GR | Federal | Other | Total |
| PS | | | | | PS | | | | |
| EE | | | | | EE | | | | |
| PSD | | 1,700,000 | 800,000 | 2,500,000 | PSD | | 1,700,000 | 800,000 | 2,500,000 |
| TRF | | | | | TRF | | | | |
| Total | | 1,700,000 | 800,000 | 2,500,000 | Total | | 1,700,000 | 800,000 | 2,500,000 |
| FTE | | | | 0.00 | FTE | | | | 0.00 |

| | | | | |
|---|---|---|---|---|
| Est. Fringe | 0 | 0 | 0 | 0 |
| Note: Fringes budgeted in House Bill 5 except for certain fringes budgeted directly to MoDOT, Highway Patrol, and Conservation. | | | | |

| | | | | |
|---|---|---|---|---|
| Est. Fringe | 0 | 0 | 0 | 0 |
| Note: Fringes budgeted in House Bill 5 except for certain fringes budgeted directly to MoDOT, Highway Patrol, and Conservation. | | | | |

Other Funds: Third Party Liability Collections Fund (0120)
Premium Fund (0885)
Pharmacy Rebates (0114)

Other Funds: Third Party Liability Collections Fund (0120)
Premium Fund (0885)
Pharmacy Rebates (0114)

Note: E's are requested in all funds

Note: E's are requested in all funds

2. CORE DESCRIPTION

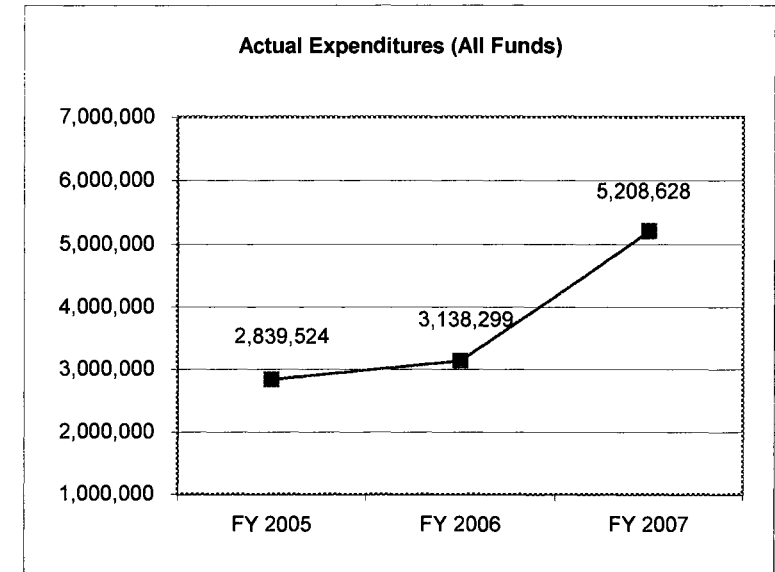
Core budget for the Division of Budget and Finance to manage (refund) incorrectly deposited receipts.

3. PROGRAM LISTING (list programs included in this core funding)

Receipt and Disbursement - Refunds

4. FINANCIAL HISTORY

| | FY 2005 Actual | FY 2006 Actual | FY 2007 Actual | FY 2008 Current Yr. |
|---------------------------------|-------------------|-------------------|-------------------|------------------------|
| Appropriation (All Funds) | 3,409,500 | 3,626,285 | 5,267,900 | 2,500,000 |
| Less Reverted (All Funds) | | | | N/A |
| Budget Authority (All Funds) | 3,409,500 | 3,626,285 | 5,267,900 | N/A |
| Actual Expenditures (All Funds) | 2,839,524 | 3,138,299 | 5,208,628 | N/A |
| Unexpended (All Funds) | 569,976 | 487,986 | 59,272 | N/A |
| Unexpended, by Fund: | | | | |
| General Revenue | 0 | 0 | 0 | N/A |
| Federal | 366,655 | 333,023 | 36,819 | N/A |
| Other | 203,321 | 154,963 | 22,453 | N/A |



Reverted includes Governor's standard 3 percent reserve (when applicable) and any extraordinary withholdings.

NOTES:

FY2005 -- "E" increases = \$385,500 federal fund (0163); \$23,000 Pharmacy Rebates; \$501,000 Premiums

FY2006 -- "E" increases = \$695,510 federal fund (0163); \$430,775 Premiums

FY2006 -- \$310,250 federal fund (0610) agency reserve for authority in excess of cash.

FY2007 -- "E" increases = \$50,000 federal fund (610); \$1,736,100 federal fund (0163); \$25,000 federal fund (0189); \$154,400 Third Party Liability; \$802,400 Premiums

Federal fund reserves fluctuate on an annual basis, depending on federal earnings and other division's federal spending needs.

CORE RECONCILIATION DETAIL

DEPARTMENT OF SOCIAL SERVICES
RECEIPT & DISBURSEMENT-REFUNDS

5. CORE RECONCILIATION DETAIL

| | Budget Class | FTE | GR | Federal | Other | Total | Explanation |
|------------------------------------|-------------------------|-------------|-----------|------------------|----------------|------------------|--------------------|
| TAFP AFTER VETOES | | | | | | | |
| | PD | 0.00 | 0 | 1,700,000 | 800,000 | 2,500,000 | |
| | Total | 0.00 | 0 | 1,700,000 | 800,000 | 2,500,000 | |
| DEPARTMENT CORE REQUEST | | | | | | | |
| | PD | 0.00 | 0 | 1,700,000 | 800,000 | 2,500,000 | |
| | Total | 0.00 | 0 | 1,700,000 | 800,000 | 2,500,000 | |
| GOVERNOR'S RECOMMENDED CORE | | | | | | | |
| | PD | 0.00 | 0 | 1,700,000 | 800,000 | 2,500,000 | |
| | Total | 0.00 | 0 | 1,700,000 | 800,000 | 2,500,000 | |

FY09 Department of Social Services Report #10

DECISION ITEM DETAIL

| Budget Unit | FY 2007 | FY 2007 | FY 2008 | FY 2008 | FY 2009 | FY 2009 | FY 2009 | FY 2009 |
|--------------------------------|-------------|---------|-------------|---------|-------------|----------|-------------|---------|
| Decision Item | ACTUAL | ACTUAL | BUDGET | BUDGET | DEPT REQ | DEPT REQ | GOV REC | GOV REC |
| Budget Object Class | DOLLAR | FTE | DOLLAR | FTE | DOLLAR | FTE | DOLLAR | FTE |
| RECEIPT & DISBURSEMENT-REFUNDS | | | | | | | | |
| CORE | | | | | | | | |
| REFUNDS | 5,208,628 | 0.00 | 2,500,000 | 0.00 | 2,500,000 | 0.00 | 2,500,000 | 0.00 |
| TOTAL - PD | 5,208,628 | 0.00 | 2,500,000 | 0.00 | 2,500,000 | 0.00 | 2,500,000 | 0.00 |
| GRAND TOTAL | \$5,208,628 | 0.00 | \$2,500,000 | 0.00 | \$2,500,000 | 0.00 | \$2,500,000 | 0.00 |
| GENERAL REVENUE | \$0 | 0.00 | \$0 | 0.00 | \$0 | 0.00 | \$0 | 0.00 |
| FEDERAL FUNDS | \$3,474,281 | 0.00 | \$1,700,000 | 0.00 | \$1,700,000 | 0.00 | \$1,700,000 | 0.00 |
| OTHER FUNDS | \$1,734,347 | 0.00 | \$800,000 | 0.00 | \$800,000 | 0.00 | \$800,000 | 0.00 |

PROGRAM DESCRIPTION

Department: Social Services

Program Name: Receipt and Disbursement--Refunds

Program is found in the following core budget(s): Receipt and Disbursement--Refunds

1. What does this program do?

PROGRAM SYNOPSIS: This appropriation allows the department to make timely deposits of all receipts and then to make refunds or corrections when necessary.

This appropriation allows the department to make timely deposits of all receipts and then to make refunds or corrections when necessary. Pursuing this method creates additional interest earnings for the state treasury. Delaying the deposit of funds increases the chance that funds will be misused. The state auditor who routinely reviews the cash receipt function of the department for accuracy and timeliness endorses prompt deposit of all funds received. This appropriation also affords the division the authority to make correcting payments in the event funds were originally deposited to an inappropriate fund or when refunds to the payer are required due to an original overpayment.

The Department of Social Services receives hundreds of checks daily. Fiscal integrity and internal controls over cash receipts call for prompt deposit of all funds until a determination can be made as to proper deposit or distribution of the funds. A typical transaction would be when insurance companies and/or other parties liable for medical bills of clients reimburse Medicaid for the entire cost of the care rather than only the portion paid by Medicaid. Later, when the proper amount is determined, a refund is issued from this account for the difference. Another frequent use of this appropriation is to refund a portion of the MC+ premium paid by a family when they leave the program.

2. What is the authorization for this program, i.e., federal or state statute, etc.? (Include the federal program number, if applicable.)

State statute: RSMo. 660.010

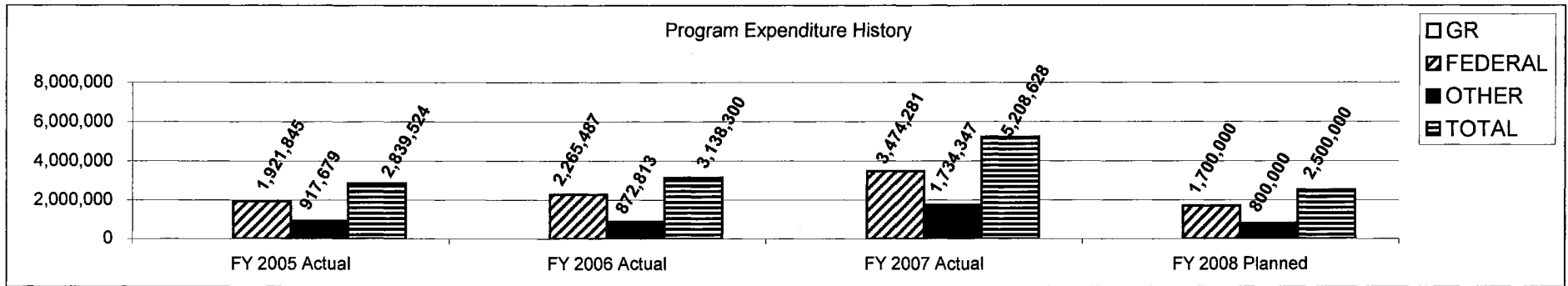
3. Are there federal matching requirements? If yes, please explain.

No.

4. Is this a federally mandated program? If yes, please explain.

No.

5. Provide actual expenditures for the prior three fiscal years and planned expenditures for the current fiscal year.



6. What are the sources of the "Other " funds?

Pharmacy Rebates (0114), Third Party Liability (0120) and Medicaid MC+ Premiums (0885).

7a. Provide an effectiveness measure.

| SFY | Amount of Refunds Processed | |
|------|-----------------------------|-------------|
| | Actual | Projected |
| 2005 | \$2,839,524 | \$2,500,000 |
| 2006 | \$3,138,300 | \$2,500,000 |
| 2007 | \$5,208,628 | \$2,500,000 |
| 2008 | | \$2,500,000 |
| 2009 | | \$2,500,000 |
| 2010 | | \$2,500,000 |

7b. Provide an efficiency measure.

This is an operational appropriation for a pass through funding source. Efficiency measures are not applicable.

7c. Provide the number of clients/individuals served, if applicable.

7d. Provide a customer satisfaction measure, if available.

FY09 Department of Social Services Report #9

DECISION ITEM SUMMARY

| Budget Unit | | | | | | | | |
|--|--------------------|-------------|--------------------|-------------|--------------------|-------------|--------------------|-------------|
| Decision Item | FY 2007 | FY 2007 | FY 2008 | FY 2008 | FY 2009 | FY 2009 | FY 2009 | FY 2009 |
| Budget Object Summary | ACTUAL | ACTUAL | BUDGET | BUDGET | DEPT REQ | DEPT REQ | GOV REC | GOV REC |
| Fund | DOLLAR | FTE | DOLLAR | FTE | DOLLAR | FTE | DOLLAR | FTE |
| NEGLECTED & DELINQUENT CHLDRN | | | | | | | | |
| CORE | | | | | | | | |
| PROGRAM-SPECIFIC | | | | | | | | |
| GENERAL REVENUE | 2,858,548 | 0.00 | 3,302,000 | 0.00 | 3,302,000 | 0.00 | 3,302,000 | 0.00 |
| TOTAL - PD | 2,858,548 | 0.00 | 3,302,000 | 0.00 | 3,302,000 | 0.00 | 3,302,000 | 0.00 |
| TOTAL | 2,858,548 | 0.00 | 3,302,000 | 0.00 | 3,302,000 | 0.00 | 3,302,000 | 0.00 |
| GRAND TOTAL | \$2,858,548 | 0.00 | \$3,302,000 | 0.00 | \$3,302,000 | 0.00 | \$3,302,000 | 0.00 |

CORE DECISION ITEM

Department: Social Services
Division: Budget and Finance
Appropriation: Neglected and Delinquent Children

Budget Unit: 88854C

1. CORE FINANCIAL SUMMARY

| | FY 2009 Budget Request | | | |
|-------|------------------------|---------|-------|-----------|
| | GR | Federal | Other | Total |
| PS | | | | |
| EE | | | | |
| PSD | 3,302,000 | | | 3,302,000 |
| TRF | | | | |
| Total | 3,302,000 | | | 3,302,000 |

FTE 0.00

| | | | | |
|--------------------|---|---|---|---|
| Est. Fringe | 0 | 0 | 0 | 0 |
|--------------------|---|---|---|---|

Note: Fringes budgeted in House Bill 5 except for certain fringes budgeted directly to MoDOT, Highway Patrol, and Conservation.

Other Funds:

| | FY 2009 Governor's Recommendation | | | |
|-------|-----------------------------------|---------|-------|-----------|
| | GR | Federal | Other | Total |
| PS | | | | |
| EE | | | | |
| PSD | 3,302,000 | | | 3,302,000 |
| TRF | | | | |
| Total | 3,302,000 | | | 3,302,000 |

FTE 0.00

| | | | | |
|--------------------|---|---|---|---|
| Est. Fringe | 0 | 0 | 0 | 0 |
|--------------------|---|---|---|---|

Note: Fringes budgeted in House Bill 5 except for certain fringes budgeted directly to MoDOT, Highway Patrol, and Conservation.

Other Funds:

2. CORE DESCRIPTION

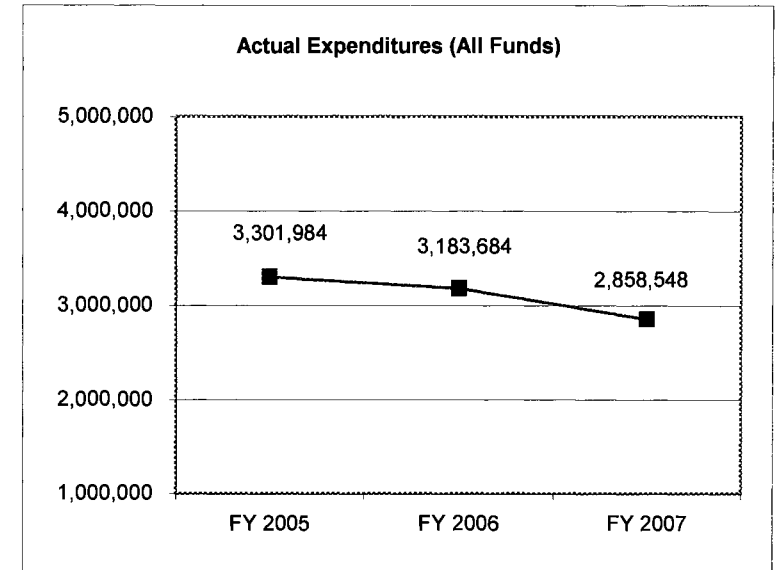
Core budget for state payments to counties for juveniles in county detention centers, pursuant to State Statutes 211.151, 211.156 RSMo.

3. PROGRAM LISTING (list programs included in this core funding)

Payments to counties for neglected & delinquent children.

4. FINANCIAL HISTORY

| | FY 2005 Actual | FY 2006 Actual | FY 2007 Actual | FY 2008 Current Yr. |
|---------------------------------|-------------------|-------------------|-------------------|------------------------|
| Appropriation (All Funds) | 3,302,000 | 3,302,000 | 3,302,000 | 3,302,000 |
| Less Reverted (All Funds) | | | | N/A |
| Budget Authority (All Funds) | 3,302,000 | 3,302,000 | 3,302,000 | N/A |
| Actual Expenditures (All Funds) | 3,301,984 | 3,183,684 | 2,858,548 | N/A |
| Unexpended (All Funds) | 16 | 118,316 | 443,452 | N/A |
| Unexpended, by Fund: | | | | |
| General Revenue | 16 | 118,316 | 443,452 | N/A |
| Federal | | | | N/A |
| Other | | | | N/A |



Reverted includes Governor's standard 3 percent reserve (when applicable) and any extraordinary withholdings.

NOTES:

CORE RECONCILIATION DETAIL

DEPARTMENT OF SOCIAL SERVICES

NEGLECTED & DELINQUENT CHLDRN

5. CORE RECONCILIATION DETAIL

| | Budget Class | FTE | GR | Federal | Other | Total | Explanation |
|------------------------------------|-------------------------|-------------|------------------|----------------|--------------|------------------|--------------------|
| TAFP AFTER VETOES | | | | | | | |
| | PD | 0.00 | 3,302,000 | 0 | 0 | 3,302,000 | |
| | Total | 0.00 | 3,302,000 | 0 | 0 | 3,302,000 | |
| DEPARTMENT CORE REQUEST | | | | | | | |
| | PD | 0.00 | 3,302,000 | 0 | 0 | 3,302,000 | |
| | Total | 0.00 | 3,302,000 | 0 | 0 | 3,302,000 | |
| GOVERNOR'S RECOMMENDED CORE | | | | | | | |
| | PD | 0.00 | 3,302,000 | 0 | 0 | 3,302,000 | |
| | Total | 0.00 | 3,302,000 | 0 | 0 | 3,302,000 | |

FY09 Department of Social Services Report #10

DECISION ITEM DETAIL

| Budget Unit | FY 2007 | FY 2007 | FY 2008 | FY 2008 | FY 2009 | FY 2009 | FY 2009 | FY 2009 |
|-------------------------------|-------------|---------|-------------|---------|-------------|----------|-------------|---------|
| Decision Item | ACTUAL | ACTUAL | BUDGET | BUDGET | DEPT REQ | DEPT REQ | GOV REC | GOV REC |
| Budget Object Class | DOLLAR | FTE | DOLLAR | FTE | DOLLAR | FTE | DOLLAR | FTE |
| NEGLECTED & DELINQUENT CHLDRN | | | | | | | | |
| CORE | | | | | | | | |
| PROGRAM DISTRIBUTIONS | 2,858,548 | 0.00 | 3,302,000 | 0.00 | 3,302,000 | 0.00 | 3,302,000 | 0.00 |
| TOTAL - PD | 2,858,548 | 0.00 | 3,302,000 | 0.00 | 3,302,000 | 0.00 | 3,302,000 | 0.00 |
| GRAND TOTAL | \$2,858,548 | 0.00 | \$3,302,000 | 0.00 | \$3,302,000 | 0.00 | \$3,302,000 | 0.00 |
| GENERAL REVENUE | \$2,858,548 | 0.00 | \$3,302,000 | 0.00 | \$3,302,000 | 0.00 | \$3,302,000 | 0.00 |
| FEDERAL FUNDS | \$0 | 0.00 | \$0 | 0.00 | \$0 | 0.00 | \$0 | 0.00 |
| OTHER FUNDS | \$0 | 0.00 | \$0 | 0.00 | \$0 | 0.00 | \$0 | 0.00 |

PROGRAM DESCRIPTION

Department: Social Services

Program Name: Neglected and Delinquent Children

Program is found in the following core budget(s): Neglected and Delinquent Children

1. What does this program do?

PROGRAM SYNOPSIS: Provides for payments to county youth detention programs for juveniles detained in the juvenile justice system.

Payments are made in accordance with Section 211.156 RSMo. at a daily rate between \$14 and \$37 established by appropriation. The General Assembly appropriated funds for FY08 to provide a daily reimbursement rate of \$14 as authorized by law.

County detention facilities administered locally by the counties and circuit courts are part of the continuum of services designed to protect Missourians from youth that have entered the juvenile justice system. Administration of this reimbursement program became the responsibility of the Division of Budget and Finance in FY93 following the transfer of funding from the Office of Administration.

Counties submit reimbursement requests to the Division of Budget and Finance (DBF) monthly. The DBF requires the counties to certify in writing that the child for whom reimbursement is requested has been detained in accordance with state statute.

2. What is the authorization for this program, i.e., federal or state statute, etc.? (Include the federal program number, if applicable.)

State statute: RSMo. 211.151, 211.156

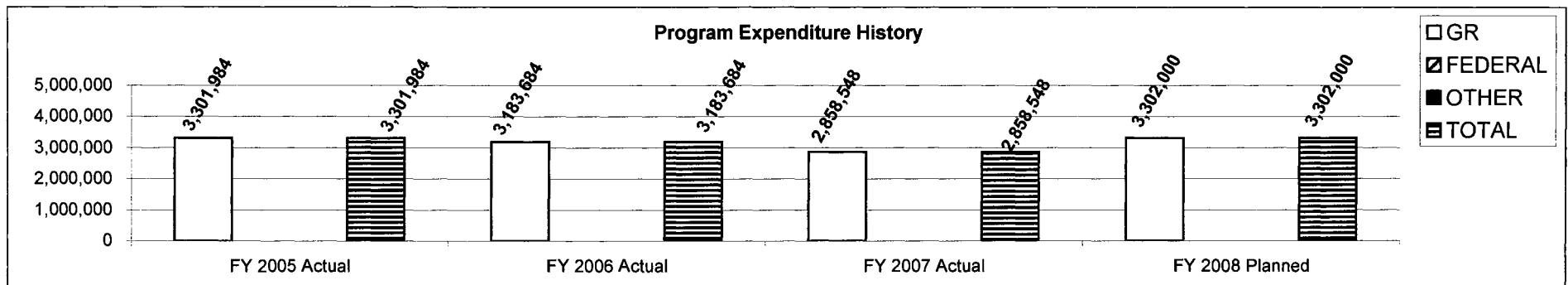
3. Are there federal matching requirements? If yes, please explain.

No.

4. Is this a federally mandated program? If yes, please explain.

No.

5. Provide actual expenditures for the prior three fiscal years and planned expenditures for the current fiscal year.



6. What are the sources of the "Other " funds?

N/A

7a. Provide an effectiveness measure.

Reimbursement affects programs and clients in the Children's Division and the Division of Youth Services. Effectiveness measures are incorporated in these divisions program description forms.

7b. Provide an efficiency measure.

Reimbursement affects programs and clients in the Children's Division and the Division of Youth Services. Efficiency measures are incorporated in these divisions program description forms.

7c. Provide the number of clients/individuals served, if applicable.

| SFY | Number of Detention Days Reimbursed | |
|------|-------------------------------------|-----------|
| | Actual | Projected |
| 2005 | 231,419* | 228,000 |
| 2006 | 227,406 | 235,857 |
| 2007 | 204,182 | 235,857 |
| 2008 | | 235,857 |
| 2008 | | 235,857 |
| 2010 | | 235,857 |

*Includes 3,420 detention days that were carried over into FY06 due to appropriation shortfall.

7d. Provide a customer satisfaction measure, if available.

FY09 Department of Social Services Report #9

DECISION ITEM SUMMARY

| Budget Unit | | | | | | | | | |
|---|--------------------|---------------|--------------------|---------------|--------------------|---------------|--------------------|---------------|--|
| Decision Item | FY 2007 | FY 2007 | FY 2008 | FY 2008 | FY 2009 | FY 2009 | FY 2009 | FY 2009 | |
| Budget Object Summary | ACTUAL | ACTUAL | BUDGET | BUDGET | DEPT REQ | DEPT REQ | GOV REC | GOV REC | |
| Fund | DOLLAR | FTE | DOLLAR | FTE | DOLLAR | FTE | DOLLAR | FTE | |
| DIVISION OF LEGAL SERVICES | | | | | | | | | |
| CORE | | | | | | | | | |
| PERSONAL SERVICES | | | | | | | | | |
| GENERAL REVENUE | 1,715,943 | 45.71 | 1,839,000 | 53.62 | 1,839,000 | 53.62 | 1,839,000 | 53.62 | |
| DEPT OF SOC SERV FEDERAL & OTH | 2,843,535 | 75.59 | 3,033,931 | 71.99 | 3,033,931 | 71.99 | 3,033,931 | 71.99 | |
| THIRD PARTY LIABILITY COLLECT | 484,002 | 13.16 | 536,697 | 13.29 | 536,697 | 13.29 | 536,697 | 13.29 | |
| CHILD SUPPORT ENFORCEMENT COLLTN | 156,448 | 4.13 | 161,166 | 3.07 | 161,166 | 3.07 | 161,166 | 3.07 | |
| TOTAL - PS | 5,199,928 | 138.59 | 5,570,794 | 141.97 | 5,570,794 | 141.97 | 5,570,794 | 141.97 | |
| EXPENSE & EQUIPMENT | | | | | | | | | |
| GENERAL REVENUE | 194,972 | 0.00 | 201,065 | 0.00 | 201,065 | 0.00 | 201,065 | 0.00 | |
| DEPT OF SOC SERV FEDERAL & OTH | 472,967 | 0.00 | 680,184 | 0.00 | 680,184 | 0.00 | 680,184 | 0.00 | |
| THIRD PARTY LIABILITY COLLECT | 102,873 | 0.00 | 115,339 | 0.00 | 115,339 | 0.00 | 115,339 | 0.00 | |
| TOTAL - EE | 770,812 | 0.00 | 996,588 | 0.00 | 996,588 | 0.00 | 996,588 | 0.00 | |
| TOTAL | 5,970,740 | 138.59 | 6,567,382 | 141.97 | 6,567,382 | 141.97 | 6,567,382 | 141.97 | |
| GENERAL STRUCTURE ADJUSTMENT - 0000012 | | | | | | | | | |
| PERSONAL SERVICES | | | | | | | | | |
| GENERAL REVENUE | 0 | 0.00 | 0 | 0.00 | 0 | 0.00 | 72,021 | 0.00 | |
| DEPT OF SOC SERV FEDERAL & OTH | 0 | 0.00 | 0 | 0.00 | 0 | 0.00 | 74,167 | 0.00 | |
| THIRD PARTY LIABILITY COLLECT | 0 | 0.00 | 0 | 0.00 | 0 | 0.00 | 16,104 | 0.00 | |
| CHILD SUPPORT ENFORCEMENT COLLTN | 0 | 0.00 | 0 | 0.00 | 0 | 0.00 | 4,837 | 0.00 | |
| TOTAL - PS | 0 | 0.00 | 0 | 0.00 | 0 | 0.00 | 167,129 | 0.00 | |
| TOTAL | 0 | 0.00 | 0 | 0.00 | 0 | 0.00 | 167,129 | 0.00 | |
| GRAND TOTAL | \$5,970,740 | 138.59 | \$6,567,382 | 141.97 | \$6,567,382 | 141.97 | \$6,734,511 | 141.97 | |

CORE DECISION ITEM

Department: Social Services
Division: Legal Services
Appropriation: Legal Services

Budget Unit: 88912C

1. CORE FINANCIAL SUMMARY

| | FY 2009 Budget Request | | | |
|-------|------------------------|-----------|---------|-----------|
| | GR | Federal | Other | Total |
| PS | 1,839,000 | 3,033,931 | 697,863 | 5,570,794 |
| EE | 201,065 | 680,184 | 115,339 | 996,588 |
| PSD | | | | |
| TRF | | | | |
| Total | 2,040,065 | 3,714,115 | 813,202 | 6,567,382 |
| FTE | 53.62 | 71.99 | 16.36 | 141.97 |

| | | | | |
|---|---------|-----------|---------|-----------|
| Est. Fringe | 915,086 | 1,509,684 | 347,257 | 2,772,027 |
| Note: Fringes budgeted in House Bill 5 except for certain fringes budgeted directly to MoDOT, Highway Patrol, and Conservation. | | | | |

Other Funds: Third Party Liability Collections Fund (0120)
Child Support Enforcement Collections Fund (0169)

| | FY 2009 Governor's Recommendation | | | |
|-------|-----------------------------------|-----------|---------|-----------|
| | GR | Federal | Other | Total |
| PS | 1,839,000 | 3,033,931 | 697,863 | 5,570,794 |
| EE | 201,065 | 680,184 | 115,339 | 996,588 |
| PSD | | | | |
| TRF | | | | |
| Total | 2,040,065 | 3,714,115 | 813,202 | 6,567,382 |
| FTE | 53.62 | 71.99 | 16.36 | 141.97 |

| | | | | |
|---|---------|-----------|---------|-----------|
| Est. Fringe | 915,086 | 1,509,684 | 347,257 | 2,772,027 |
| Note: Fringes budgeted in House Bill 5 except for certain fringes budgeted directly to MoDOT, Highway Patrol, and Conservation. | | | | |

Other Funds: Third Party Liability Collections Fund (0120)
Child Support Enforcement Collections Fund (0169)

2. CORE DESCRIPTION

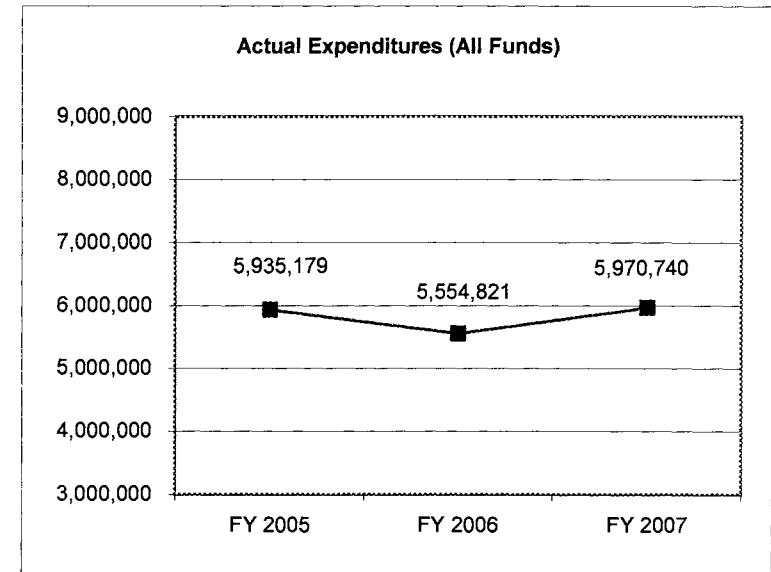
Core funding for the Division of Legal Services (DLS) to provide comprehensive legal support to all program and support divisions in the Department of Social Services.

3. PROGRAM LISTING (list programs included in this core funding)

Division of Legal Services

4. FINANCIAL HISTORY

| | FY 2005 Actual | FY 2006 Actual | FY 2007 Actual | FY 2008 Current Yr. |
|---------------------------------|-------------------|-------------------|-------------------|------------------------|
| Appropriation (All Funds) | 6,551,244 | 6,209,145 | 6,405,126 | 6,567,382 |
| Less Reverted (All Funds) | (119,073) | (50,414) | (59,103) | N/A |
| Budget Authority (All Funds) | 6,432,171 | 6,158,731 | 6,346,023 | N/A |
| Actual Expenditures (All Funds) | 5,935,179 | 5,554,821 | 5,970,740 | N/A |
| Unexpended (All Funds) | 496,992 | 603,910 | 375,283 | N/A |
| Unexpended, by Fund: | | | | |
| General Revenue | 16,895 | 112 | 91 | N/A |
| Federal | 201,130 | 479,904 | 325,641 | N/A |
| Other | 278,967 | 123,894 | 49,551 | N/A |



Reverted includes Governor's standard 3 percent reserve (when applicable) and any extraordinary withholdings.

NOTES:

FY2005:

\$155,000 Federal Fund agency reserve for authority in excess of cash; \$238,000 Third Party Liability fund agency reserve.

FY2006

\$478,344 Federal Fund agency reserve for authority in excess of cash; \$91,516 Third Party Liability fund agency reserve.

FY2007

\$325,560 Federal Fund agency reserve for authority in excess of cash; \$44,933 Third Party Liability fund agency reserve.

CORE RECONCILIATION DETAIL

DEPARTMENT OF SOCIAL SERVICES**DIVISION OF LEGAL SERVICES**

5. CORE RECONCILIATION DETAIL

| | Budget Class | FTE | GR | Federal | Other | Total | Explanation |
|------------------------------------|-----------------|---------------|------------------|------------------|----------------|------------------|-------------|
| TAFP AFTER VETOES | | | | | | | |
| | PS | 141.97 | 1,839,000 | 3,033,931 | 697,863 | 5,570,794 | |
| | EE | 0.00 | 201,065 | 680,184 | 115,339 | 996,588 | |
| | Total | 141.97 | 2,040,065 | 3,714,115 | 813,202 | 6,567,382 | |
| DEPARTMENT CORE REQUEST | | | | | | | |
| | PS | 141.97 | 1,839,000 | 3,033,931 | 697,863 | 5,570,794 | |
| | EE | 0.00 | 201,065 | 680,184 | 115,339 | 996,588 | |
| | Total | 141.97 | 2,040,065 | 3,714,115 | 813,202 | 6,567,382 | |
| GOVERNOR'S RECOMMENDED CORE | | | | | | | |
| | PS | 141.97 | 1,839,000 | 3,033,931 | 697,863 | 5,570,794 | |
| | EE | 0.00 | 201,065 | 680,184 | 115,339 | 996,588 | |
| | Total | 141.97 | 2,040,065 | 3,714,115 | 813,202 | 6,567,382 | |

FLEXIBILITY REQUEST FORM

| | |
|---|------------------------------------|
| BUDGET UNIT NUMBER: 88912C | DEPARTMENT: Social Services |
| BUDGET UNIT NAME: Division of Legal Services | DIVISION: Legal Services |

1. Provide the amount by fund of personal service flexibility and the amount by fund of expense and equipment flexibility you are requesting in dollar and percentage terms and explain why the flexibility is needed. If flexibility is being requested among divisions, provide the amount by fund of flexibility you are requesting in dollar and percentage terms and explain why the flexibility is needed.

| |
|---------------------------|
| DEPARTMENT REQUEST |
|---------------------------|

| Section | PS or E&E | Core | % Flex Requested | Flex Requested Amount |
|----------------------|-----------|-------------|------------------|-----------------------|
| | PS | \$5,409,628 | 20% | \$1,081,926 |
| | E&E | \$996,588 | 20% | \$199,318 |
| <i>Total Request</i> | | \$6,406,216 | | \$1,281,244 |

2. Estimate how much flexibility will be used for the budget year. How much flexibility was used in the Prior Year Budget and the Current Year Budget? Please specify the amount.

| PRIOR YEAR ACTUAL AMOUNT OF FLEXIBILITY USED | CURRENT YEAR ESTIMATED AMOUNT OF FLEXIBILITY THAT WILL BE USED | BUDGET REQUEST ESTIMATED AMOUNT OF FLEXIBILITY THAT WILL BE USED |
|---|--|--|
| \$0 | H.B. 11 language allows for up to 20% flexibility for all funds between personal services and expense and equipment. | 20% flexibility is being requested in all funds. |

3. Please explain how flexibility was used in the prior and/or current years.

| | |
|--|---|
| PRIOR YEAR EXPLAIN ACTUAL USE | CURRENT YEAR EXPLAIN PLANNED USE |
|--|---|

20% flexibility granted for all appropriations, funds were not utilized.

Flexibility allows DSS to utilize and manage funds in the most efficient and effective manner. Uses will be determined on an "as needed" basis.

FY09 Department of Social Services Report #10

DECISION ITEM DETAIL

| Budget Unit | FY 2007 | FY 2007 | FY 2008 | FY 2008 | FY 2009 | FY 2009 | FY 2009 | FY 2009 |
|-----------------------------------|------------------|---------------|------------------|---------------|------------------|---------------|------------------|---------------|
| Decision Item | ACTUAL | ACTUAL | BUDGET | BUDGET | DEPT REQ | DEPT REQ | GOV REC | GOV REC |
| Budget Object Class | DOLLAR | FTE | DOLLAR | FTE | DOLLAR | FTE | DOLLAR | FTE |
| DIVISION OF LEGAL SERVICES | | | | | | | | |
| CORE | | | | | | | | |
| OFFICE SUPPORT ASST (CLERICAL) | 13,473 | 0.58 | 24,809 | 1.00 | 0 | (0.00) | 0 | (0.00) |
| ADMIN OFFICE SUPPORT ASSISTANT | 166,107 | 6.04 | 178,741 | 6.00 | 167,814 | 6.00 | 167,814 | 6.00 |
| OFFICE SUPPORT ASST (KEYBRD) | 254,982 | 11.67 | 282,887 | 14.00 | 290,089 | 13.00 | 290,089 | 13.00 |
| SR OFC SUPPORT ASST (KEYBRD) | 316,243 | 13.26 | 357,649 | 14.00 | 343,596 | 14.00 | 343,596 | 14.00 |
| RESEARCH ANAL I | 10,136 | 0.33 | 0 | 0.00 | 31,320 | 1.00 | 31,320 | 1.00 |
| TRAINING TECH I | 8,286 | 0.26 | 33,742 | 1.00 | 0 | (0.00) | 0 | (0.00) |
| PROGRAM DEVELOPMENT SPEC | 13,515 | 0.36 | 0 | 0.00 | 37,991 | 1.00 | 37,991 | 1.00 |
| CLAIMS & RESTITUTION TECH I | 91,931 | 2.99 | 95,341 | 3.00 | 95,339 | 3.00 | 95,339 | 3.00 |
| CLAIMS & RESTITUTION TECH II | 32,024 | 1.00 | 34,359 | 1.00 | 33,036 | 1.00 | 33,036 | 1.00 |
| INVESTIGATOR I | 67,188 | 2.00 | 72,089 | 2.00 | 69,312 | 2.00 | 69,312 | 2.00 |
| INVESTIGATOR II | 790,889 | 21.89 | 974,976 | 23.43 | 975,826 | 23.43 | 975,826 | 23.43 |
| INVESTIGATOR III | 739,298 | 18.78 | 793,542 | 19.00 | 761,341 | 19.00 | 761,341 | 19.00 |
| INVESTIGATION MGR B1 | 154,618 | 3.07 | 157,569 | 3.00 | 146,208 | 3.00 | 146,208 | 3.00 |
| DESIGNATED PRINCIPAL ASST DEPT | 13,059 | 0.20 | 0 | 0.00 | 0 | 0.00 | 0 | 0.00 |
| DIVISION DIRECTOR | 86,393 | 1.00 | 89,124 | 1.00 | 89,124 | 1.00 | 89,124 | 1.00 |
| DEPUTY DIVISION DIRECTOR | 67,692 | 1.01 | 69,839 | 1.00 | 69,840 | 1.00 | 69,840 | 1.00 |
| DESIGNATED PRINCIPAL ASST DIV | 8,850 | 0.16 | 9,120 | 0.15 | 9,123 | 0.15 | 9,123 | 0.15 |
| LEGAL COUNSEL | 1,210,834 | 26.78 | 1,214,904 | 25.06 | 1,214,604 | 26.00 | 1,214,604 | 26.00 |
| HEARINGS OFFICER | 856,522 | 19.69 | 923,414 | 21.33 | 933,181 | 20.00 | 933,181 | 20.00 |
| CLERK | 9,597 | 0.50 | 9,906 | 0.50 | 9,900 | 0.50 | 9,900 | 0.50 |
| TYPIST | 17,200 | 0.92 | 9,935 | 0.50 | 18,962 | 0.89 | 18,962 | 0.89 |
| RESEARCH WORKER | 1,377 | 0.08 | 0 | 0.00 | 0 | 0.00 | 0 | 0.00 |
| MISCELLANEOUS PROFESSIONAL | 67,406 | 1.26 | 64,271 | 1.00 | 62,136 | 1.00 | 62,136 | 1.00 |
| SPECIAL ASST PROFESSIONAL | 67,692 | 1.00 | 69,839 | 1.00 | 69,840 | 1.00 | 69,840 | 1.00 |
| SPECIAL ASST OFFICE & CLERICAL | 101,526 | 3.00 | 104,738 | 3.00 | 104,736 | 3.00 | 104,736 | 3.00 |
| INVESTIGATOR | 33,090 | 0.76 | 0 | 0.00 | 37,476 | 1.00 | 37,476 | 1.00 |
| TOTAL - PS | 5,199,928 | 138.59 | 5,570,794 | 141.97 | 5,570,794 | 141.97 | 5,570,794 | 141.97 |
| TRAVEL, IN-STATE | 82,789 | 0.00 | 79,465 | 0.00 | 85,239 | 0.00 | 85,239 | 0.00 |
| TRAVEL, OUT-OF-STATE | 2,548 | 0.00 | 2,200 | 0.00 | 2,200 | 0.00 | 2,200 | 0.00 |
| SUPPLIES | 198,485 | 0.00 | 180,690 | 0.00 | 204,485 | 0.00 | 204,485 | 0.00 |
| PROFESSIONAL DEVELOPMENT | 36,906 | 0.00 | 25,051 | 0.00 | 40,051 | 0.00 | 40,051 | 0.00 |
| COMMUNICATION SERV & SUPP | 90,259 | 0.00 | 126,238 | 0.00 | 106,238 | 0.00 | 106,238 | 0.00 |

FY09 Department of Social Services Report #10

DECISION ITEM DETAIL

| Budget Unit | FY 2007 | FY 2007 | FY 2008 | FY 2008 | FY 2009 | FY 2009 | FY 2009 | FY 2009 |
|--------------------------------|-------------|---------|-------------|---------|-------------|----------|-------------|---------|
| Decision Item | ACTUAL | ACTUAL | BUDGET | BUDGET | DEPT REQ | DEPT REQ | GOV REC | GOV REC |
| Budget Object Class | DOLLAR | FTE | DOLLAR | FTE | DOLLAR | FTE | DOLLAR | FTE |
| DIVISION OF LEGAL SERVICES | | | | | | | | |
| CORE | | | | | | | | |
| PROFESSIONAL SERVICES | 217,127 | 0.00 | 484,295 | 0.00 | 420,938 | 0.00 | 420,938 | 0.00 |
| JANITORIAL SERVICES | 357 | 0.00 | 100 | 0.00 | 100 | 0.00 | 100 | 0.00 |
| M&R SERVICES | 49,298 | 0.00 | 51,544 | 0.00 | 51,544 | 0.00 | 51,544 | 0.00 |
| MOTORIZED EQUIPMENT | 53,083 | 0.00 | 0 | 0.00 | 44,583 | 0.00 | 44,583 | 0.00 |
| OFFICE EQUIPMENT | 18,711 | 0.00 | 25,000 | 0.00 | 20,710 | 0.00 | 20,710 | 0.00 |
| OTHER EQUIPMENT | 10,080 | 0.00 | 1,534 | 0.00 | 10,000 | 0.00 | 10,000 | 0.00 |
| PROPERTY & IMPROVEMENTS | 234 | 0.00 | 1,000 | 0.00 | 500 | 0.00 | 500 | 0.00 |
| REAL PROPERTY RENTALS & LEASES | 1,061 | 0.00 | 0 | 0.00 | 0 | 0.00 | 0 | 0.00 |
| EQUIPMENT RENTALS & LEASES | 3,973 | 0.00 | 7,020 | 0.00 | 4,000 | 0.00 | 4,000 | 0.00 |
| MISCELLANEOUS EXPENSES | 5,901 | 0.00 | 12,451 | 0.00 | 6,000 | 0.00 | 6,000 | 0.00 |
| TOTAL - EE | 770,812 | 0.00 | 996,588 | 0.00 | 996,588 | 0.00 | 996,588 | 0.00 |
| GRAND TOTAL | \$5,970,740 | 138.59 | \$6,567,382 | 141.97 | \$6,567,382 | 141.97 | \$6,567,382 | 141.97 |
| GENERAL REVENUE | \$1,910,915 | 45.71 | \$2,040,065 | 53.62 | \$2,040,065 | 53.62 | \$2,040,065 | 53.62 |
| FEDERAL FUNDS | \$3,316,502 | 75.59 | \$3,714,115 | 71.99 | \$3,714,115 | 71.99 | \$3,714,115 | 71.99 |
| OTHER FUNDS | \$743,323 | 17.29 | \$813,202 | 16.36 | \$813,202 | 16.36 | \$813,202 | 16.36 |

PROGRAM DESCRIPTION

Department: Social Services

Program Name: Division of Legal Services

Program is found in the following core budget(s): Division of Legal Services

1. What does this program do?

The Division of Legal Services (DLS) provides comprehensive legal support to all programs and support divisions in the Department of Social Services (DSS) to assist these agencies in accomplishing the Department's goals and objectives.

DLS is functionally organized into four major sections:

Litigation

Through DLS attorneys and support staff, the Litigation Section provides legal counsel and representation to the Department of Social Services and its separate divisions. The deputy of the section assists the division director in providing legal assistance and advice to the DSS Director to ensure that the programs and policies of the department are implemented in the manner provided by law. Litigation attorneys are based in offices in Jefferson City, St. Louis, Independence, St. Joseph, Springfield, Rolla and Joplin.

The primary focus of the litigation attorneys is to provide legal representation to the Children's Division (CD) in Juvenile Court to support the children in achieving safe, stable, permanent homes.

Additional duties include:

- provide legal advice and representation to the child abuse and neglect hotline system by providing training and consultation for investigators and staff and by defending the decisions made by the department in Circuit Court;
- provide competent and zealous litigation support to CD in child abuse and neglect investigations enhancing the effectiveness of that program by ensuring that perpetrators of abuse and neglect are properly identified in the Central Registry;
- provide legal advice, training and courtroom representation for CD in the Juvenile and Circuit Courts of the State;
- advise and assist the CD on matters relating to licensure of foster homes including actions pertaining to sanctioning of these entities;
- perform legal research;
- review proposed legislation;
- assist in the review and drafting of contracts between divisions and nongovernment service providers;
- review and draft memorandums of understanding between the department/divisions and other governmental entities;
- provide legal advice and courtroom representation to the Division of Youth Services to assure that its mission of addressing the needs of delinquent youth is attained;
- provide legal advice and counsel to the MOHealthnet Division in administering the MOHealthnet program;
- provide legal advice, representation and counsel to the Family Support Division in administering the income maintenance and child support programs; and
- provide legal assistance to the other support divisions within the department.

Administrative Hearings

The Administrative Hearings Section is comprised of hearing officers based in Jefferson City, St. Louis and Independence who conduct hearings related to child support enforcement and public benefits. The licensed attorneys who conduct child support hearings are qualified and trained to provide full and fair hearings in all facets of the child support process, including enforcement, establishment, and modification of administrative child support orders.

Hearing officers within the Administrative Hearings Section also provide full and fair administrative hearings for public benefit and service recipients who are challenging a decision of the Family Support Division or the MOHealthnet Division. These due process hearings provide a forum for determining whether the denial or termination of public benefits or services was justified. Providing full and fair administrative hearings and rendering decisions expeditiously, these hearing officers are able to provide due process to all participants and promote the integrity of state programs, including food stamps, cash assistance, and medical assistance programs.

Hearing officers also hear provider appeals of Children's Divisions' decisions to deny or revoke the registration of child care providers from the state's childcare subsidy program and conduct hearings on adoption and foster home licensure.

Investigations

The Investigation Section is divided into four units: Welfare Investigations, MO Healthnet Investigations, Claims and Restitution, and General Assignment Unit.

The Welfare Investigation Unit (WIU) investigates fraud and abuse committed by public assistance recipients. WIU is divided into five regions -- Kansas City, St. Louis, Jefferson City, Springfield and Sikeston.

MO Healthnet Program fraud and abuse committed by recipients is investigated by the MO Healthnet Investigation Unit (MHIU). The MHIU is responsible for the investigation, identification and collection of evidence for use in criminal and civil prosecutions relating to Recipient MO Healthnet Program fraud and abuse. MHIU is also responsible for MO Healthnet provider compliance investigations including overpayments, denial of enrollments, and program sanctions. The MHIU is involved with two multi-agency (federal and state) task forces in an effort to prosecute cases of fraud and abuse of medical entitlement programs.

The Claims and Restitution (C&R) unit operates and manages the Claims Accounting Restitution System (CARS). The CARS system tracks the establishment and collection efforts in all claims in the public assistance programs administered by DSS. The C&R unit also administers the Treasury Offset Program (TOP). The TOP provides for the intercept of individuals' federal income tax returns to satisfy outstanding food stamp overpayments.

The General Assignment Unit (GAU) is divided into two sub-units: Special Assignment Unit (SAU) and Location and Tracking Unit (LTU). The SAU is responsible for conducting criminal, personnel, and internal investigations to strengthen departmental integrity and for furnishing technical support and investigative assistance to the various DSS divisions in their administration and control of departmental programs. The LTU locates persons owing monies to the Department of Social Services, as well as other state agencies, identifies their resources, initiates collection actions, monitors payments and takes appropriate action on delinquent accounts, conducts background investigations and associated research in support of DSS investigations and conducts background checks on prospective DSS employees.

State Technical Assistance Team

The State Technical Assistance Team (STAT) assists in the investigation of child abuse, child neglect, child sexual abuse, child exploitation/pornography or child fatality cases, as described in Sections 660.520 to 660.527, RSMo, upon the request of local, state or federal law enforcement, prosecuting officials, Department of Social Services staff, representatives of the family courts, medical examiner, coroner or juvenile officer. As licensed peace officers by the Director of the Department of Public Safety pursuant to Chapter 590, RSMo, STAT investigators are deemed peace officers and have powers of arrest, limited to offenses involving child abuse, child neglect, child sexual abuse, child exploitation/pornography or child fatality. STAT assists county multidisciplinary teams in the development and implementation of protocols for the investigation and prosecution of child abuse, child neglect, child sexual abuse, child exploitation/pornography or child fatality.

STAT also manages Missouri's Child Fatality Review Program (RSMo 210.192, et. al.) with multidisciplinary panels in 114 counties and the City of St. Louis. Based on information received, risks to children are identified and prevention strategies are developed.

DLS also coordinates the department's compliance with the federal Health Insurance Portability and Accountability Act (HIPPA). HIPPA requires that the department has a privacy officer to oversee the department's implementation of HIPPA standards within the department, training of department employees on HIPPA standards and the continuous compliance with the rules.

2. What is the authorization for this program, i.e., federal or state statute, etc.? (Include the federal program number, if applicable.)

Chapters 58, 194, 205, 207, 208, 210, 211, 219, 452, 453, 454, 455, 456, 473, 621, 660 RSMo.; Medicaid 42 USC Chapter 7 subchapter XIX, Section 1396; 20 CFR404 1001-1096; 1501-1675 subchapter 8(1,2); 42 CFR440-441,483; 45 CFR205 and 206; TANF 45 CFR 233, 261, 262; 7 CFR 273.15; 7 CFR 273.16(e); 45 CFR 303.101; 45 CFR 302.50; 45 CFR 302.70 (2); 45 CFR 303.8(B); 45 CFR 303.100; 45 CFR 303.105; 7 CFR Section 273.18; 42 CFR Section 456.3(a); CFR Section 456.1--456.23; 42 USC Section 5106a; 42 USC Sections 670-680.

3. Are there federal matching requirements? If yes, please explain.

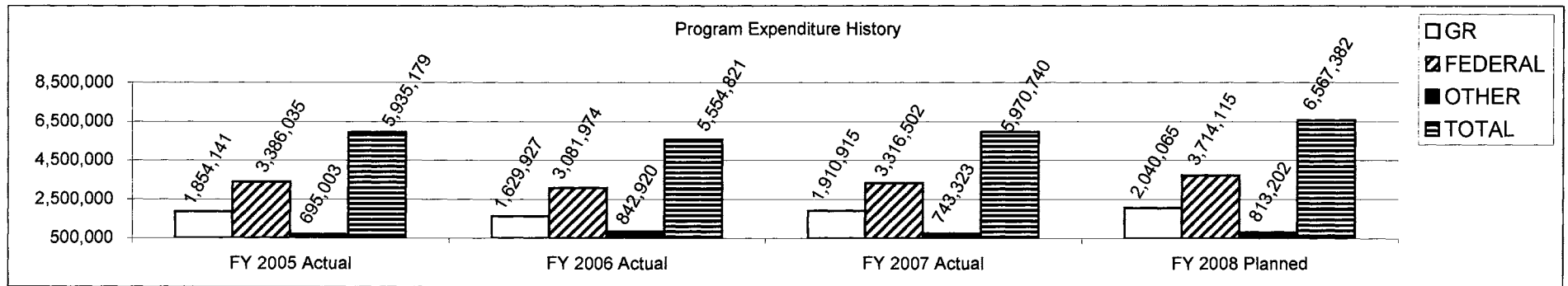
Federal matching requirements depend on the program DLS is supporting. For example, expenditures related to seeking permanency for children in the care and custody of the Children's Division could be eligible for the IV-E administrative match of 50% federal/50% state. Other expenditures are pooled with other administrative expenditures to earn a federal indirect rate.

4. Is this a federally mandated program? If yes, please explain.

Yes, in some areas. The Division of Legal Services (DLS) performs administrative hearings for the following federally mandated programs: MO Healthnet, TANF, Food Stamps and Child Support. DLS provides investigation services for food stamp fraud, claims and restitution and MO Healthnet fraud. The litigation section manages cases related to MO Healthnet utilization, child protection and permanency planning in the areas of foster care, adoption and reunification.

A complete list of federal mandates can be found with each program description in the Divisions that administer the above listed programs.

5. Provide actual expenditures for the prior three fiscal years and planned expenditures for the current fiscal year.



6. What are the sources of the "Other " funds?

Third Party Liability Fund and Child Support Enforcement Collections.

7a. Provide an effectiveness measure.

| Average number of Months between Permanency Planning Case Assignment to Attorney and Closure | | |
|--|--------|-----------|
| SFY | Actual | Projected |
| 2005 | 15.0 | N/A |
| 2006 | 13.0 | 20.0 |
| 2007 | 13.0 | 20.0 |
| 2008 | | 15.0 |
| 2009 | | 15.0 |
| 2010 | | 15.0 |

7b. Provide an efficiency measure.

| Annual Amount of Collections of Claims for Overpayment of Public Assistance | | |
|---|---------------|---------------|
| SFY | Actual | Projected |
| 2005 | \$1.9 million | \$1.5 million |
| 2006 | \$1.5 million | \$1.5 million |
| 2007 | \$1.4 million | \$1.5 million |
| 2008 | | \$1.5 million |
| 2009 | | \$1.5 million |
| 2010 | | \$1.5 million |

| Annual Number of Recipient Fraud and Abuse Cases Conducted by the MO Healthnet Investigations Unit (MHIU) | | |
|---|--------|-----------|
| SFY | Actual | Projected |
| 2005 | 1,194 | 910 |
| 2006 | 1,212 | 910 |
| 2007 | 1,812* | 910 |
| 2008 | | 1,600 |
| 2009 | | 1,600 |
| 2010 | | 1,600 |

*Increase due to full staffing levels - employees returned from military leave.

| Average Number of Days between the date a Child Support Hearing Request is Received to the Date of the Hearing | | |
|--|--------|-----------|
| SFY | Actual | Projected |
| 2005 | 88 | 88 |
| 2006 | 105* | 80 |
| 2007 | 181* | 80 |
| 2008 | | 173 |
| 2009 | | 155 |
| 2010 | | 137 |

*Since the submission of these goals the Child Support Hearings Unit has begun to conduct hearings for Modifications of Judicial Orders, which has impacted the length of time between date requested and hearing date. In addition, the number of Child Support hearing requests received from the program division has increased substantially (i.e. July 2006 496 to 929 in July 2007; Aug. 2006 501 to 895 in Aug. 2007). DLS is looking at various strategies to reduce this number such as designating Hearing Officers with specializations.

7c. Provide the number of clients/individuals served, if applicable.

| SFY | Number of Protective Service cases closed | | Hearing Section Decisions | | Investigations Concluded (Investigation Section) | | Criminal Investigation Concluded (STAT) | |
|------|---|-----------|---------------------------|-----------|--|-----------|---|-----------|
| | Actual | Projected | Actual | Projected | Actual | Projected | Actual | Projected |
| 2005 | 1,687 | 2,200 | 14,484 | 16,500 | 6,390 | 6,700 | 307 | 425 |
| 2006 | 1,439 | 1,800 | 16,562 | 15,500 | 6,537 | 6,500 | 218* | 350 |
| 2007 | 1,462 | 1,800 | 17,359 | 15,500 | 6,413 | 6,500 | 230* | 350 |
| 2008 | | 1,450 | | 24,000 | | 6,500 | | 250 |
| 2009 | | 1,450 | | 24,000 | | 6,500 | | 250 |
| 2010 | | 1,450 | | 24,000 | | 6,500 | | 250 |

*Decrease due to illnesses, retirements and turnover in investigative staff. There is also a growing trend of more complex crossover cases that involve both sexual abuse and computer exploitation.

7d. Provide a customer satisfaction measure, if available.

